

CT:ACS

January 31, 1936.

67-9524-224

Mr. George S. Ward, Secretary,
The University Club of Washington,
Washington, D. C.

Dear Mr. Ward:-

I have your letter of January 28th
concerning the membership of Mr. Clyde A. Tolson in
The University Club.

I have spoken to Mr. Tolson concerning
this matter but he feels in view of his inability to
participate in any of the Club's activities that it would
be desirable for him to resign.

With kind regards, I am

Sincerely,

J. Edgar Hoover

COMMUNICATIONS SECTION
MAILED

FEB -2 1936

F. B. I.

FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

RECORDED
INDEXED
FEB 2 1936

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The University Club of Washington

January 28, 1936.

Mr. J. Edgar Hoover,
Department of Justice,
Washington, D. C.

My dear Mr. Hoover:

Mr. Clyde A. Tolson, a Resident Member of the Club, has tendered his resignation. His election to Club membership was on your proposal or second. On that account the thought has occurred that you would not only be interested in retaining his membership for the Club but also may be in a position to do so. Whatever you do with that end in view will be greatly appreciated.

Sincerely,

GSW*L

George S. Ward
GEORGE S. WARD, Secretary.

*ack
1-31-36
✓*

FEB 4 1936

67-9524-224

FEB 4 1936	
RECEIVED	FILED

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CT:MAN

67-9524-223
January 27, 1936

Mr. Jay C. Newman,
Federal Bureau of Investigation,
U. S. Department of Justice,
Post Office Drawer V,
Plaza Station,
St. Louis, Missouri.

Dear Jay:

Thank you very much indeed for your kind letter of January 22nd, concerning your visit to Cedar Rapids and your conversation with Chief of Police Tapper and Chief of Detectives Earl Stanley.

I sent your note to Mr. Hoover for his information, and he has just returned it to me with the notation "Letter run for Governor."

It was very kind of you to write to me.

Sincerely yours,

185

Mr. Tolson sends to Dir. lett.
he has recd. personally from
SAC Newman.

emk

*Letter in for
Governor. J. E. H.*

Mr. Tolson	✓
Mr. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Edwards	
Mr. Egan	
Mr. Foxworth	
Mr. Harbo	
Mr. Joseph	
Mr. Keith	
Mr. Lester	
Mr. Quinn	
Mr. Schilder	
Mr. Tamm	
Mr. Tracy	
Miss Gandy	

Federal Bureau of Investigation

U. S. Department of Justice

P. O. Drawer V, Plaza Station,
Saint Louis, Missouri,
January 22, 1936.

Mr. Clyde Tolson,
Federal Bureau of Investigation,
U. S. Department of Justice,
Pennsylvania Av. at 9th St., N. W.,
Washington, D. C.

Dear Clyde:

While in Cedar Rapids on January 20, 1936, I met
Chief of Police Ray Tapper and Chief of Detectives Earl Stanley
who asked that I transmit their personal regards to you.

The visit to your home town was greatly enjoyed
and I wish you to know that the people before whom I appeared
were the friendliest it has been my pleasure to address. In-
cidentally, so many spoke so highly of you that I took no
small amount of pride in telling them I knew you personally.

Regards,

Gay C. Newman

JAN 24 1936

67-9524-223	
FEDERAL BUREAU OF INVESTIGATION	
JAN 24 1936	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

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JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice
Washington, D. C.

CT:ACS

January 23, 1936.

MEMORANDUM FOR THE PERSONNEL FILES.

For purposes of record, please be advised that I have received honorary membership in the Sheriffs and Peace Officers Association of Oklahoma and in the Chiefs of Police Association of Iowa.

6
Clyde Tolson.

67-9524-222

R

188

SJT:ELK

January 4, 1936.

MEMORANDUM FOR MR. BOLSON 2
MR. CLEGG

Please make the necessary arrangements for a training school of new Agents to begin March 9, 1936.

Very truly yours,

John Edgar Hoover,
Director.

67-05-50

189

JEN:HCB

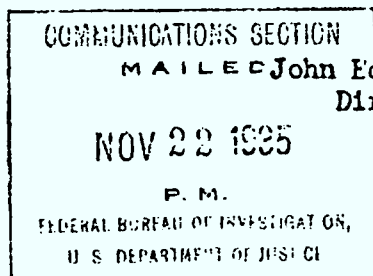
November 22, 1935.

MEMORANDUM FOR MR. TOLSON

I wish that you would take up with the respective heads of the various divisions the matter of tardiness upon the part of the employees of the Bureau at the Seat of Government. I was somewhat shocked at the prevalency of tardiness, and this practice must be at once stopped. Employees who cannot report for duty on time will have to be separated from the service. There are, of course, sometime emergencies, such as storms and unforeseen car delays, but these are few and far between. A few days ago when cases of two employees in the Identification Division came to my attention, I could not believe that these employees had been late the number of times as indicated. Apparently, no action has been taken in either of these cases other than to warn the employees, which apparently had no effect. Henceforth, tardiness is to be dealt with by vigorous disciplinary action except in the above emergencies mentioned.

I have also learned that apparently the Identification Division does not report tardiness or errors, so that the personnel files do not reflect these facts. Henceforth, I desire that the Identification Division submit monthly reports upon each employee who has been guilty of tardiness, and also a report upon errors committed, so that there may be a record in the personnel files of these matters. Of course, in flagrant cases, the head of the Identification Division should submit a special memorandum without waiting for submission of the monthly report.

Very truly yours,



Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CT:MAM

November 23, 1935

MEMORANDUM FOR MR. HOOVER
MR. TOLSON
~~MR. NATHAN~~
MR. CLEGG
MR. TALEM
MR. EDWARDS
MR. EGAN
MR. QUINN
MR. GLAVIN
MR. TRACY
MR. REYNOLDS
MR. HAREO
MR. JOSEPH
MR. SPENCER
MR. COFFEY
COMMUNICATIONS SECTION
MAIL ROOM

It is desired that a memorandum report be rendered each month concerning errors made during the previous 30 day period by each employee assigned to your division. This memorandum report should cover all errors listed on error cards during the previous month.

This information is desired in order that there may be in the personnel file of each employee an indication of any derelictions or deficiencies on the part of such employee.

Very truly yours,

John Edgar Hoover,
Director.

COPY

67-80005-(2)-1

191

67-60609

TJD:EP

November 12, 1935.

MEMORANDUM FOR MR. TOLSON

Tolson

With reference to letter dated November 9, 1935, from Mr. Fletcher R. Crawford, Applicant for the position of Special Agent, inquiring as to the discrepancy between a letter from the Bureau dated October 2, 1935, informing him he would be eligible for re-examination one year subsequent to the date of the previous examination, which was given to him on June 16, 1935, and a letter from the Bureau dated October 29, 1935, addressed to Senator James Hamilton Lewis, in which the Senator was informed that the Applicant would be eligible for re-examination six months subsequent to the date of the previous test, I wish to state that I am responsible for the error in the letter dated October 29, 1935, to Senator Lewis. I initialed this letter and failed to note the error contained therein which set forth the six months' period rather than a year's period. I regret that this error occurred and the only explanation I have is that my eye failed to catch the typographical error.

A letter has been addressed to this Applicant informing him that his name has been referred to the Inspection Staff for a re-examination which will be afforded him when an Inspector is next in Chicago.

Respectfully,

T. J. Donegan.

*X
Bowie likes*

67-29522-86

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JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

The confidential character of the relations of the employees of the Federal Bureau of Investigation with the public is fully understood by me, and the strictly confidential character of any and all information secured by me in connection directly or indirectly with my work as an Assistant Director, or the work of other employees of which I may become cognizant, is fully understood by me, and neither during my tenure of service with the Federal Bureau of Investigation nor at any other time will I violate this confidence, nor will I divulge any information of any kind or character, whatsoever that may become known to me to persons not officially entitled thereto.

Ceyde A. Tolson

Subscribed and duly sworn to
before me by the above named,
this 13 day of Nov., 1935.

George H. Jones
H.P.

NOV 23 1935

67-9524-220

web

November 19, 1935.

Mr. C. A. Tolson,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Sir:

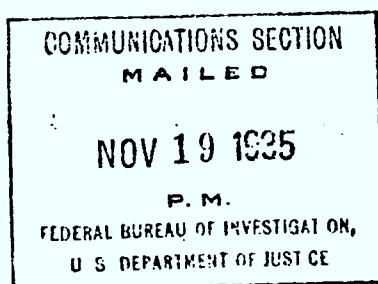
In connection with the interviewing and examining of Special Agent and Special Agent (A) applicants, it is desired that when an applicant makes inquiry as to when he may take a re-examination in the event he failed on the first test you advise him that he will not be eligible for a re-examination until two years subsequent to the date of his first test.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

67-9524-219



JEH:HCB

November 13, 1935.

MEMORANDUM FOR MR. TOLSON

Mr. Stewart returned to me today - and I have turned them over to Mr. Tracy - a large number of recommendations which we recently sent through relative to reallocation in grades and increases in salaries. He informed me that it was illegal to promote a person from one grade to another at an increase in salary over the salary already being received; that is to say, a person in Grade Caf-8, receiving \$3100, cannot be promoted to Grade Caf-9, at \$3400. He could be promoted to Grade Caf-9, at \$3200, or to Grade Caf-10, at \$3500. He suggested that we review these cases again and those that are really meritorious might be reallocated to Grade Caf-10 at \$3500 and those that are not, to Grade Caf-9, \$3200.

Mr. Stewart also pointed out to me that an employee could not be transferred from the Seat of Government to the field or from the field to the Seat of Government at an increase in salary; that is to say, an employee in Grade Caf-3, receiving \$1620 at the Seat of Government, cannot be transferred to the field in Grade Caf-3, at \$1680. An employee at the Seat of Government in Grade Caf-3, at \$1620, could be transferred to the field in Grade Caf-4, at \$1700, and from the field to the Seat of Government in the same manner.

Consequently, I wish that you would review not only all these which we have sent through so as to be able to make corrections in the procedure which we have been following, but also see that all pending cases are carefully checked accordingly.

If there are any questions concerning this matter, please take them up directly with Mr. Stewart, as he seems to be the best informed upon procedure that can be followed and which will be passed by the Comptroller General's office.

I think some one in the Bureau should endeavor to acquire a knowledge of what the rulings are of the Comptroller General so that we will not be placed in the position of sending through to the Department recommendations which cannot be granted under the law. Certainly, some one in the Chief Clerk's office could familiarize himself with this procedure in order that the Bureau will not be embarrassed by sending through a lot of recommendations that have to be returned to be changed to conform with the law and rulings of the Comptroller General.

Very truly,

John Edgar Hoover,
Director.

COPY

67-0-4413

155

JEM:HCS

November 12, 1935.

MEMORANDUM FOR MR. TOLSON

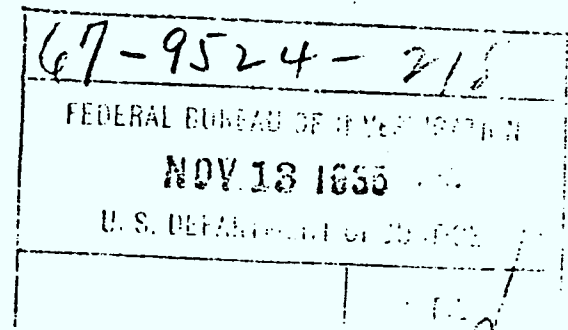
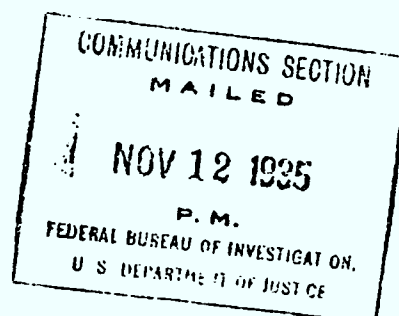
I have reviewed the attached memorandum of November 6th, written by Mr. Glavin, to which is attached a list of employees to whom room keys have been issued. From the memorandum of Mr. Glavin, my suspicions have been confirmed in that obviously there has been very little care exercised relative to the issuance of keys and to the use of them thereafter. I am amazed at the list of persons to whom these have been issued. I see no reason for the issuance of keys on such a promiscuous basis. I have no objection to the issuance of a key to an official or a supervisor of the Bureau, but I do not understand why they have been issued to such a large number of clerical employees. I therefore desire that an immediate check be made and that this list be materially reduced.

I believe that in many of these instances, if employees have occasion to return to the office after office hours and desire to enter their respective offices, they could call at the Director's office and the employee on duty could then, with a master key, open the office desired. Certainly, the present system is a most unsatisfactory one as it is to be noted that employees have been transferring keys from one to another without notifying the Chief Clerk's office and have failed to execute the necessary property receipts. There is little use of having our offices locked if keys are going to be distributed upon a wholesale basis, as apparently has been the practice up to the present time.

Very truly yours,

John Edgar Hoover,
Director.

Inclosure.



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Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

November 14, 1935.

CT:ACS

Boeschke

C. Tolson

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MEMORANDUM FOR THE DIRECTOR.

Reference is made to the attached correspondence concerning the re-examination in the case of FLETCHER R. CRAWFORD, Special Agent applicant, Rockford, Illinois.

In this matter Mr. Donegan prepared a memorandum addressed to me on November 12th in which he indicated that he failed to note the error contained in the letter to U. S. Senator James Hamilton Lewis advising the Senator that this applicant would be eligible for a re-examination at the expiration of a period of six months. There was also prepared on November 12th a letter to Mr. Crawford for your signature advising him that his name had been referred to the inspection staff in order that he might be called for a re-examination at this time.

You ask why the letter to the applicant was sent to your office at 2:33 P. M., on November 12th and the memorandum of explanation received in your office at 6:15 P. M., on the same date.

I have inquired of Mr. Donegan concerning this matter. He states that he discussed this case with Mr. Quinn, who authorized the referring of this applicant's name for a re-examination at this time. Mr. Quinn states his reason for taking this action was that he felt it would be better from the Bureau's standpoint to afford the applicant a re-examination at this time than to write him a letter acknowledging that incorrect information had emanated from the Bureau with respect to the limit for re-examinations for applicants who failed to qualify as stated in the letter emanating from the Bureau to Senator Lewis. Mr. Donegan states that he sent the original of the letter addressed to the applicant to Mr. Quinn with the memorandum which he prepared on November 12th addressed to me concerning the error. Mr. Quinn advises that he received the letter and the memorandum together and after reviewing them sent them to my office. Miss Canty, in my office, states that she received the letter addressed to the applicant and handled it in the usual manner, that is she initialed it for me and sent it to your office for signature. She states the memorandum was not attached with the draft of the letter and that she assumed that since there was a notation indicating that you desired a memorandum as to the person responsible for the error that the memorandum had been forwarded to me as a Special.

67-9524-217

Mr. Tracy this morning also asked for an explanation as to the delay in the submission of this memorandum of explanation to you. This correspondence was received by the writer at 9:50 A. M., on November 13, 1935. I placed it on my desk

QAT

✓

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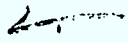
Memo - Director

- 2 -

November 14, 1935.

and was unable because of the pressure of other work to give it attention yesterday afternoon or the first thing this morning. The only explanation I have to offer is the fact that I was giving my attention to other matters which appeared to me to require immediate attention.

Respectfully,


Clyde Tolson.

Enclosures.

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

11/12/35.

Re: Letter to Fletcher R. Crawford
Applicant.

Letter received Director's office at 2:33 pm. It was mailed at 4 pm.

Memorandum was received in
Director's office at 6:15 pm.

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Carson	✓
Mr. Egan	✓
Mr. Gurnea	✓
Mr. Hendon	✓
Mr. Jones	✓
Mr. Quinn	✓
Mr. Nease	✓
Miss Gandy	✓

at NOV 20 1935

Here is another instance
like the Santos case. The
letter is sent thru at 2.30 &
the memo of facts at 6.15.
I would have been surprised
letter if I had been in the
case. Who is to blame for
this & I still want to know
who decided to allow this
man to be re-examined
under 1 year. J. E. G.

Memo Director
11-14-35

JEM:HCB

November 12, 1935.

MEMORANDUM FOR MR. TOLSON

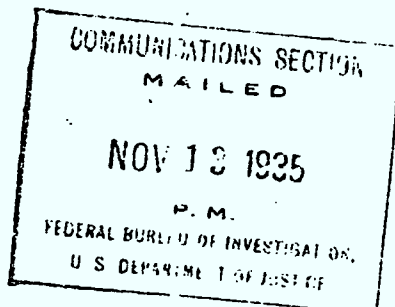
I would like to have some one designated in the Bureau to look after the car which I have assigned to my office. I have repeatedly in the past called attention to the fact that apparently little or no attention is given to the checking over and supervision of this car. Last Saturday I called attention to the fact that the windshield wiper did not work when the car went up a steep hill. Today I had occasion to go to Baltimore and during the trip to Baltimore, encountered a very heavy rain. The wiper did not work going up the hills, and consequently, the speed had to be cut down in order to be able to have proper visibility. I would like to know what action, if any, was taken in order to have the windshield wiper repaired.

I have noted for a week that the electric clock in the rear of the car is between eight and ten minutes slow. Apparently, no one checks the correct time of this clock each day, because if they did, it would be corrected.

I do not know how to obtain satisfactory service on this car. Obviously, the person in the Chief Clerk's office assigned to take care of this matter gives it but indifferent attention. It would seem to me that it should be possible to secure the services of some employee who would make it his duty each day to check over the various parts of the car and find out whether all parts of the car are functioning properly. This is not a very intricate or complicated arrangement to effect, but of course it does require some interest upon the part of the employee assigned and not merely casual attention.

Very truly yours,

John Edgar Hoover,
Director.



67-9524-715

JEH:HCB

November 12, 1935.

MEMORANDUM FOR MR. NATHAN
MR. TOLSON
MR. CLEGG
MR. EDWARDS
MR. TAMM

I am very much concerned over a general trend upon the part of the Assistant Directors to delegate many of the responsibilities to subordinates which they, themselves, should assume. It is my belief that each of the Assistant Directors should assume full responsibility for the handling of all work in his particular division, and this would include not only the proper supervision of the work, but the checking of the work and the planning for future developments. There have been many instances which have come to my attention within the last few months where an Assistant Director has not known exactly what is going on in his division, and has generally excused the same with the rather nonchalant gesture that such matters are being handled by some one else under his supervision. I do not intend to accept this kind of an excuse in the future. Any mistakes or any errors that are made will be charged directly to the Assistant Director in charge. I recognize that the Bureau has expanded greatly in its work and that each of the divisions has also expanded greatly in its respective functions, but the Assistant Director in charge of each division should assume the responsibility and not follow the all-too-frequent practice indulged in in the Bureau of "passing the buck" to some subordinate.

To take up the matters specifically, I believe that the Assistant Director in charge of investigations, which is Mr. Nathan, and in his absence, Mr. Tamm, should know exactly what is transpiring in the major cases and should be in frequent touch with the supervisors, and not merely refer matters to the supervisors leaving it to them to handle the details and considering that then the function of the Assistant Director, is performed.

The Assistant Director in charge of administrative matters and Personnel, Mr. Tolson, should be thoroughly familiar with exactly what is taking place in the division under his direction. He should know what the Chief Clerk's office is doing; what the personnel file room is doing; and other matters that come under his supervision. The frequency with which mistakes are being made in the Chief Clerk's office - which has now reached an astounding degree - and the somewhat surprising attitude of the supervisor in charge of the personnel file room, are matters of responsibility of the Assistant Director in charge of personnel and administration. It is his duty to correct these situations and to see that there will not be repetitions of the same.

67-80008-(1)-1

201

Memorandum to Messrs.
Nathan, Tolson, Clegg,
Edwards and Tamm

- 2 -

11-12-35

The Assistant Director in charge of training should not only prepare the curriculum and arrange for the faculty of the training schools, but he should check and see that the individual lecturers perform their duties properly; he should make it his duty at various times to attend lectures; to attend the training in the Laboratory, in the Identification Division, in the gymnasium, and at Quantico to see that the officials of the Bureau and handling those matters as they should be handled. There has not been a proper handling of the matters at Quantico by the supervisor in charge and there has not been a proper handling of their training work in the gymnasium.

The Assistant Director in charge of the Identification Division and Crime Laboratory should not only generally direct the same, but he should be thoroughly familiar with exactly what is going on in the various branches of his division. I am not satisfied at all with the functioning of the Laboratory. There have been some very serious blunders or errors made in handwriting identification, and I think the conditions in the Crime Laboratory are far from being ideal. The same condition applies to other sections of the Identification Division. I recognize the magnitude of that division, but there are a number of supervisors assigned, and it is the duty of the Assistant Director in charge of that division to be thoroughly familiar with what is going on through the supervisors and take steps for corrective measures.

I am getting somewhat weary and annoyed at the somewhat indifferent and nonchalant attitude taken by the Assistant Directors in handling their respective responsibilities. I am looking to a marked improvement in this condition.

Very truly yours,

John Edgar Hoover,
Director.

202

67-9524-214

JEM:RCB

November 12, 1935.

MEMORANDUM FOR MR. TOLSON
MR. CLEGG

I have read the attached memorandum of November 6, 1935, from Mr. Baughman, relative to the loss of the .351 rifle at Quantico. It is noted that Mr. Baughman has expressed a willingness to procure a new .351 rifle to replace the one stolen, and of course this will have to be done.

I am, however, particularly concerned over what obviously has been a most careless handling of this equipment. Certainly, if representatives of this Bureau cannot protect their own firearms from theft we might as well give up trying to combat criminal elements in this country. It is obvious that there has been little or no care taken in the handling of this equipment at Quantico. The fact that marines and other persons stand around watching the firing of our Agents is an inexcusable explanation of how the gun disappeared. What gives me greater concern is the fact that this is one of the most dangerous and most powerful weapons in existence, and it may have been taken by some individual having criminal affiliations, and it is entirely within the realm of possibility that it may be used against some of our own Agents in some future fight with criminals. I am not content to let the matter drop at the present time. I want to know exactly who is responsible for this absolutely inefficient and outrageous handling of Government property.

I am by no means certain that the handling of our Agents at Quantico is carried out in an effective and satisfactory manner. We are too prone to leave to others the carrying out of details incident to this matter. It is my understanding that Assistant Director Clegg is in charge of training, and I think it is his duty to make it his business to personally go to Quantico from time to time, unannounced, when our Agents are there, to see exactly how matters are handled. In this particular instance, we do not know the circumstances or conditions under which the equipment is unloaded, protected while it is there, and reloaded for shipment back to Washington. I think that Mr. Clegg should have made it his duty to have inquired into this matter by personal observations in the past so as to make certain that everything was done to protect the equipment and to see that the men were receiving proper training. As you well know, we have had reports of past incidents at Quantico, indicating that there has been drunkenness on some occasions and indicating that there has been a kind of "rah rah" atmosphere in the training of Agents and Police Officers. While some of these stories may have been exaggerated, it is a fact that some of the things complained of have been found to be true, and obviously, the proper discipline and supervision have not been exercised by Mr. Baughman at Quantico in handling the Agents and Police officials.

NOV 13 1935

P. M.
FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

203

Mr. Tolson
- Mr. Clegg

- 2 -

11-12-35

I desire that the Assistant Director in charge of training personally be acquainted with and check at frequent intervals all phases of training, which would include the training at Quantico; in the gymnasium; and other phases of the training work.

Very truly yours,

John Edgar Hoover,
Director.

In closure.
(Attached to Mr. Tolson's memorandum)

204

SJT:emk

November 11, 1935.

MEMORANDUM FOR MR. TOLSON //

With reference to re-examinations afforded Special Agent and clerical applicants who have failed to qualify in examinations accorded them by officials of the FBI, I desire that hereafter re-examinations be permitted only after two years for Special Agent applicants, and after one year for clerical applicants.

Very truly yours,

John Edgar Hoover,
Director.

COPY

67-0-4400

205

CT:HAM

November 11, 1935

MEMORANDUM FOR MR. TOLSON
MR. CLEGG
MR. EDWARDS
MR. GLAVIN

In connection with the pending consideration of the files of employees at the Bureau, with the view of effecting reallocations in grade and salary, it is desired that you personally discuss with any employee who is not being reallocated at this time, the reasons why such action is not being taken, in order that the employee may be fully acquainted with the situation existing in his or her case.

You should confirm this discussion by memorandum, and in that memorandum you should point out the reasons why the employee has not been recommended for reallocation, and confirm the imparting of such information to the employee.

Very truly yours,

John Edgar Hoover,
Director.

67-9524-213

COMMUNICATIONS SECTION
MAILED
NOV 11 1935
P. M.
FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

206

CT:ACS

October 31, 1935.

Tolson

MEMORANDUM FOR THE DIRECTOR.

B6 Reference is made to your memorandum dated October 30th with respect to your recent discussion with Special Agent [REDACTED] of the Kansas City Office.

B6 Mr. [REDACTED] called to see me on Thursday in connection with the progress which he has made in the Bureau. I went over with him in detail the efficiency ratings submitted in his case by Mr. Conroy on September 30th. I pointed out that the rating was lower than the previous one submitted by Agent in Charge Nathan; B6 that Conroy had indicated that [REDACTED] was obsessed with a tremendous ego which he has difficulty in suppressing; that he felt that his activities as Resident Agent should be given scrutiny; that he does not work very well with other Agents and causes friction. I pointed out to him other reports along similar lines in his case submitted by Mr. W. A. Smith and Mr. R. B. Nathan and told him in view of these comments and the efficiency ratings submitted in his case, his Agent in Charge had been written to advise him as to the reason why he was not being re-allocated in grade and salary.

B6 Mr. [REDACTED] admitted to me that the statements made concerning him were correct. He says that he previously suffered from an inferiority complex and in order to cover this he has adopted a so-called "front", which probably is considered by others to be an egotistical bearing. He stated that frankly he did not like Mr. Conroy when Conroy took over the Kansas City Office but that after a few weeks he had a high regard for Conroy and his ability to handle a field office. He admits that his record has been quite "spotty" and that the Washington headquarters of the Bureau is fully justified for its conclusions in his case on the basis of reports which have been submitted. He states, however, that he has earnestly endeavored to improve in his work. In this connection, I told him that Mr. Conroy had indicated in the efficiency rating that he had shown some improvement and that Mr. Smith likewise had indicated that he felt if he could avoid his egotistical actions and his inclination to try to impress his Agent in Charge, he would develop into a very satisfactory employee. I explained to Mr. [REDACTED] that we are endeavoring to re-allocate all employees of the Bureau and that naturally it takes some time. B6 Mr. [REDACTED] stated that in his conversation with you what he meant to convey was that certain men had received re-allocations whereas they have not been received by others and he does not believe that all of the employees of the service fully understand that the re-allocation survey is being made with respect to all employees and that possibly there are cases which have not yet been considered. I told Mr. B6 [REDACTED] that in each case where an employee is not being re-allocated, we had followed the procedure that was followed in his case, namely, we have written the Special Agent in Charge pointing out why the employee has not received a promotion in grade and citing the specific statements made upon which this conclusion was based so that the Special Agent in Charge could frankly discuss the case of the employee with him and indicate why he was not being re-allocated at the present time. Mr.

67-35402-63

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October 31, 1935.

B6 [redacted] felt that if this were generally known throughout the service, it would serve to avoid certain criticisms because the men apparently do not understand the situation. He stated that he did not know of any cases where men receiving \$3,000 per annum in Grade Caf 8 have been promoted to \$3200 per annum in the same grade and, consequently, he does not know of any Agents who may have become disgruntled because of such action.

In reviewing efficiency ratings and summarizing files in connection with the re-allocation, I have endeavored to judge the comments of the various Special Agents in Charge and in some cases originally submitted recommendations that they be re-allocated only to Grade Caf 9, \$3200 per annum because I did not feel that the promotion of \$200 in those cases should be an automatic one to all employees. In the future, I will endeavor to strictly follow the instructions in your memorandum of October 30th in this respect if any cases have been submitted to you in which the full promotion has not been accorded in those cases where an Agent's work is reported upon as being satisfactory, I will call these to your attention again with further recommendations.

In accordance with the instructions contained in the last paragraph of your memorandum, I have prepared the attached letter to all Special Agents in Charge in order that they may be acquainted with the exact situation relative to the personnel survey.

I am endeavoring to handle the re-allocations as speedily as possible and will continue to submit recommendations for re-allocations to you as rapidly as I can review the files.

Respectfully,

Clyde Tolson.

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JHT:HCB

October 30, 1935.

MEMORANDUM FOR MR. TOLSON

St I today talked with Agent [redacted] of the Kansas City Office, who is now in Washington attending the retraining class. Mr. [redacted] is a rather peculiar personnel problem. He seems to have intelligence, but somehow I have gained the impression that there was a sour note somewhere in his makeup. I note from his record that he has had some difficulties from time to time during his service with the Bureau, and it is possible that he may have developed an unfortunate complex.

In talking with me, he mentioned the fact that he believed the morale of the Bureau is being seriously affected by reason of the procedure followed in connection with the increases and reallocation of grades. He stated that new men coming into the service are receiving \$3200 a year, while many of the men already in the service are receiving less than \$3200. I explained to him that a study is being made of the personnel files and we are hoping to have all salaries and grades readjusted as soon as possible. He stated furthermore that some men who were receiving \$3,500 a year were promoted only to \$3200, the same salary received by men now entering the service. I told him, however, of the condition relative to this matter and advised that provisions will be made so as to properly reallocate those men already in the service.

I am frankly concerned about this whole matter of promotions. There is nothing that will do more harm than to have a man passed over when promotions are given, which promotion he believes he should have received. As I indicated previously, the minimum salary should be \$3200 a year, and the only exception thereto should be in cases of those men whose work has not measured up to the standards required, and in those instances the Agents should be advised of the facts by the Agents in Charge. In all other cases the promotions should be made proportionate to the present salaries received; that is to say, a man in CAF-8, \$3000, should be promoted to CAF-9, \$3300, provided his work has been satisfactory. The same would apply in all other steps in grade. In cases where he is receiving, say, \$3400, in CAF-9, and has earned those increases, but whose work has not been particularly satisfactory during the last six months, then of course there should be no increase made, but the Agent in Charge should be advised of the matter so that he could inform

OCT 31 1935

P. M.

FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

67-9524-212

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Mr. Tolson

- 2 -

10-30-35

the Agent the reason why he did not receive a promotion. In other words, I think we should approach this matter fairly and carefully, and explain fully the reasons why certain promotions are not made.

It might be well to prepare a letter to the Agents in Charge, informing them of what is being done, because in talking with a number of the retainers they stated there was a great deal of confusion and misunderstanding, as well as untrue stories circulating in the field as to recent promotions and relocations. Instead of improving the morale, as I had hoped, it apparently is causing a great deal of unrest and dissatisfaction. I think we should expedite the clearing up of this whole situation at the earliest possible moment so that the increases and changes in grade which should be given are given promptly, and an explanation made to those who have not received the benefit thereof.

Very truly yours,

John Edgar Hoover,
Director.

The Evening Star

Washington, D. C.

October 18, 1935

file

Two Brothers in U. S. Service Admitted to Highest Court

Two brothers who studied law at night while holding responsible positions in the Government service were admitted to the bar of the United States Supreme Court this week in a joint appearance before that tribunal. They are Clyde A. Tolson, assistant

The pair was sponsored before the court by Stanley Reed, solicitor general and Acting Attorney General.

Clyde, right-hand man to J. Edgar Hoover, head of the G-men, attended night classes at George Washington University for seven and one-half years and won the degrees of A. B. and LL. B. Hillory spent 10 years at night study and amassed from George Washington degrees of A. B. and M. A. and from National University degrees of LL. B., LL. M. and M. P. L. (master of patent laws).



Clyde A. Tolson. Hillory A. Tolson.

director of the Federal Bureau of Investigation, Department of Justice, and Hillory A. Tolson, assistant director of the National Parks Service, Department of the Interior.

Clyde formerly was a special agent in Hoover's bureau. Before that he was confidential secretary to Secretaries of War Baker, Weeks and Davis. Hoover promoted him from agent to chief clerk, inspector, head of the Washington field office and finally assistant director in charge of administration. He is 35 and a native of Missouri.

Hillory, who is 37 and a native of Missouri, also is a former special agent of Hoover's bureau. Before entering the Parks Service, about two years ago, he was with the Panama

*Reviewed from
H. L. Technical file
3-17-58*

66-2376-A

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Mr. Nathan	✓
Mr. Tolson	✓
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Jones	
Mr. Mumford	
Mr. Quinn	
Mr. Nease	
Mr. Gandy	
Miss Gandy	

**Polson, Ace G-Man,
Under Knife; Gains**
 WASHINGTON, Dec. 4.—(AP)—Clyde Polson, No. 2 "G-man," was reported recovering today after a hurried operation in a Baltimore hospital. Polson, assistant director of the bureau of investigation, was stricken with appendicitis last week.

Person

*Removal of
H. H. Polson
3/10/35*

OFFICE OF THE ATTORNEY GENERAL

12/5/35

66-2396-A

212

COST OF CRIME \$120 PER CAPITA



In Uncle Sam's relentless war on criminals and the underworld he has learned many things that are surprising to the average citizen. For instance, how many criminals are there in the United States? What does crime in our fair country cost each year? Surprising statistics which answer all these questions were recently made public by Clyde A. Tolston, assistant director of the Federal Bureau of Investigation of the Department of Justice, in an address before the Iowa Association of Chiefs of Police. He declared there is operating in the United States an army of 500,000 armed criminals; that one in every 25 persons in this country possesses a police record; that crime costs every man, woman, and child in the United States at least \$120 a year; that the total cost of crime to the country this year will be \$15,000,000,000, and that, if averages prevail, about 12,000 citizens will be murdered, 100,000 will be assaulted and 50,000 will be robbed. Think of it!—Pathfinder.



220 WEST 19th ST., NEW YORK
Tel. CHelsea 3-8860

THIS CLIPPING FROM

Worlds Courier
Boston Herald
11/23/35

11/17/35
3-17-35

66-2396-213

JEN:HCB

October 21, 1935.

MEMORANDUM FOR MR. TOLSON

X Tamm

I wish that you would take up the contents of this memorandum with the Executives' Conference.

On last Saturday the Bureau's Police Training School was brought to a close, and I indicated to you that all officials and supervisors of the Bureau desirous of attending the same might do so. I did not issue this as an order concerning attendance because I assumed that all officials and supervisors of the Bureau were sufficiently interested in the project to attend. This was particularly true in view of the fact that the Attorney General was to deliver the principal address. In addition to the attendance of the Attorney General there were four of the leading Chiefs of Police of the country in attendance. I was very much surprised and disappointed to note that many of the officials and supervisors of the Bureau did not attend these ceremonies. I have been previously impressed with an apparent lack of interest in this project when it was initiated in July, and at which time but very few of the officials and supervisors of the Bureau were in attendance. It is possible that at that time it might have been assumed by the officials and supervisors that the opening ceremonies were not open to them, but I believe this assumption would be a little erroneous in view of the fact that it is a project in which the Bureau has been vitally interested, and certainly inquiry could have been made as to whether any one might attend who desired to do so. However, on the occasion of last Saturday I specifically indicated that those desirous of attending could do so, and I was very disappointed to note the fact that there were many who did not take advantage of this occasion. As I have indicated, this was particularly true in view of the attendance of the Attorney General.

Very truly yours,

John Edgar Hoover,
Director.

67-9524-210

OCT 25 1935 A.M.

U. S. DEPT. OF JUSTICE

COMMUNICATIONS SECTION

MAILED

OCT 21 1935

P. M.

FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

- Mr. Nathan
- Mr. Tolson
- Mr. Ladd
- Chief Clerk
- Mr. Clegg
- Mr. Coffey
- Mr. Edwards
- Mr. Egan
- Mr. Foxworth
- Mr. Harbo
- Mr. Jones
- Mr. Quinn
- Mr. Nease
- Mr. Belmont
- Mr. Tamm
- Miss Gandy

REJ:GAJ

October 16, 1935

Mr. Otto Karbusicky,
Secretary - Treasurer,
Iowa Association of Chiefs of Police,
526 Oakland Drive,
Council Bluffs, Iowa.

Tolson

Dear Mr. Karbusicky:

Thank you for your kind letter of October 5, 1935, sending me a copy of the Resolution passed at the 27th Annual Convention of the Iowa Association of Chiefs of Police, and attaching an extra copy with the request that it be transmitted to the Attorney General. Accordingly, this is being done today.

This wholehearted endorsement of the work of the Bureau by your Association is indeed most gratifying and encouraging. To know the peace officers of the country enjoy the benefits of mutual cooperation between federal, state and local agencies is a realization of one of the Bureau's chief ambitions.

Mr. Tolson joins me in extending thanks and sincere appreciation for the courtesy shown by the Association in electing ^{us} honorary members. The certificates of membership and the membership cards mentioned in your letter have been received.

Reports of the success of the recent convention of the Association have reached me from all sides and it was a pleasure to learn that Mr. Tolson's address was so favorably received. Permit me to thank you for writing me to this effect.

With best wishes and kind regards, I am

Sincerely yours,

CC Tolson
copy.

67-561-A-1689

J. E. T.

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IOWA ASSOCIATION OF CHIEFS OF POLICE

Council Bluffs, Iowa
Oct. 5th, 1935.

Mr. J. Edgar Hoover, Director,
Federal Bureau of Inves.,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Hoover:-

On behalf of the members of this Ass'n.
I take pleasure in sending you the attached copy
of Resolution passed at the recent 27th Annual
Convention of this Association, and attaching extra
copy which I would appreciate you would see reaches
The Attorney General of the United States.

At this Convention, Mr. Clyde Tolson and
yourself were elected Honorary Members of this
Association. For your information this honorary
membership is the first special one in some fifteen
years, given by this Association.

In that connection under separate cover I
am sending Mr. Tolson and yourself certificates of
membership and membership card.

The recent Convention was very successful
considering that the attendance was the largest in
the history of the Association. Needless to state
that the address of Mr. Tolson was thoroughly enjoyed
and practically everyone in the Convention room at
the time. I remain

Very truly yours,

OTTO KARBUSICKY
Sec'y - Treas.

cc Clyde Tolson

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RESOLUTION OF APPRECIATION FOR COOPERATION

WHEREAS

Mr. J. Edgar Hoover, Director of the Division of Investigation of the United States Department of Justice, has assisted and cooperated with all Law Enforcement officials, personally, and through the Special Agents of the Division of Investigation of the United States Department of Justice throughout the United States, and through the Fingerprint Division of the Bureau, and

WHEREAS

This cooperation has very materially assisted the Officers in this Section of the Country in combating crime,

BE IT THEREFORE RESOLVED

That the IOWA ASSOCIATION OF CHIEFS OF POLICE, in Convention assembled, at their 27th Annual Convention in the City of Cedar Rapids, Iowa, Sept. 17-18-19th, 1935, go on record endorsing the work of Mr. Hoover, and directing a copy of this Resolution to Mr. Hoover and the Attorney General of the United States.

RESOLUTION COMMITTEE

Original signed - CHAIRMAN AND HIS PERSONNEL

By OTTO KARBUSICKY
Sec'y - Treas.
Dated at Cedar Rapids, Iowa,
Sept. 19th, 1935.

COPY

REJ:SLH

October 15, 1935.

Mr. C. M. Hayes,
Editor,
The Police Chief,
Terre Haute, Indiana.

Dear Mr. Hayes;

I have received your letter of October 7, 1935, and was gratified to learn that you enjoyed your visit at the Bureau.

(Mr. Tolson and the other Bureau employees were only too glad to be able to extend courtesies to you while you were on your trip, and all the reciprocation they ask is that you enjoyed yourself and found the facilities of the Bureau to be of interest.

Mr. Joseph has shown me your letter of October 7, 1935, to him and asked me to tell you that while he appreciated very much your invitation to go hunting, he cannot at this time avail himself of it.

With regard to the quail hunting invitation, you may be sure that if the pressure of official duties is not too heavy, I shall certainly be on hand, but at present the outlook is very doubtful.

With best wishes and kind regards,

Sincerely yours,

J. Edgar Hoover.

COPY

47-561-A-1646

✓
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INDIANA ASSOCIATION OF CHIEFS OF POLICE

The Police Chief
Official Magazine.

October 7, 1935.

Mr. J. Edgar Hoover, Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Hoover:

I am in receipt of your letter of September 27th enclosing copy of "Cooperation in Law Enforcement" delivered by Mr. Tolson to the Iowa Association of Chiefs of Police, and I thank you very, very much. It is a very able and interesting article and gives a lot of food for thought.

I am also in receipt of your autographed photo, for which I thank you very much, and I assure you that it shall receive a very prominent place in our office.

I enjoyed my trip to your Department very much, and I wish to thank you and your associates for the extreme kindness and cooperation which was shown to me. I wish you would convey to Mr. Tolson my thanks for his kindness in furnishing me car and chauffeur for a very interesting trip in Washington, and also convey please to Mr. Robert E. Joseph my sincere thanks for the wonderful visit and the many interesting things of your Department displayed by him. He was untiring in his efforts to make my visit pleasant and gave me a great deal of information which will be extremely valuable in our magazine and will be highly interesting to the Association.

I wish to thank you for your kind invitation to call again at the Bureau when in Washington and can only

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J. E. Hoover -2-

and that it is very much appreciated. It takes a visit, Mr. Hoover, to your Department for anyone to appreciate and realize the remarkable thoroughness and the great efficiency you have built up in that Department. It is truly wonderful.

I only hope that we may have the pleasure of sometime repaying the kindness of both you and your Assistants by being permitted to entertain you here. I am still thinking that possibly you might change your mind and be able to come over to go quail hunting about the 10th of November.

Should there be any assistance or information which our Association can furnish your Department, needless to say we will be very glad for an opportunity to reciprocate.

Again wishing to thank you for all your kindness, I remain.

Very truly yours,

INDIANA ASSOCIATION OF CHIEFS OF POLICE

C. M. Hayes—Editor & Manager of Magazine.

CMH:BH
COPY

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JEN:NCB

October 22, 1935.

MEMORANDUM FOR MR. TOLSON

I am transmitting to you herewith file No. 80-15, and direct your attention to serial 148X. You will note that it is a memorandum addressed to me by Mr. Nathan, Mr. Edwards and Mr. Coffey, and it contains therein certain specific recommendations. This memorandum was routed by me to various officials in the Bureau and apparently initialled by all and sent to the files without any action. Obviously, this was the wrong procedure, and I am wondering how many other memorandums which I have routed to officials have just been initialled and sent to the file without taking final action thereon. The purpose which I had in routing this memorandum to the various officials indicated was to obtain their comments upon the same and any recommendations which they desired to make which I could consider in reaching a final decision upon the memorandum. Will you please again take up this memorandum of August 23, 1935, and let me have the final views of the officials checked as to their opinions upon the recommendations submitted by Messrs. Nathan, Edwards and Coffey.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. Inclosure
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Joseph
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Tamm
Mr. Tracy
Miss Gandy

COMMUNICATIONS SECTION
MAILED

OCT 24 1935

P. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

67-9524-209

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JEM:MCB

October 22, 1935.

ALEXANDER M. POLSON

I am returning herewith the draft of some material for the FBI Law Enforcement Bulletin. As I have indicated in a notation upon the same, I cannot take upon myself the duties of reworking this material. It would be much easier for me to write it originally in the first place than to have the material sent to me and then expect me to go over it in detail and rearrange it. In the first place, it would seem to me to be obvious that in the second paragraph the first mention should be made of the Attorney General, because he is head of the entire Department of Justice. As it is prepared, my name comes before the Attorney General's name. Even if we followed the order followed at the ceremonies, the Attorney General made his address before I presented the di looms. Furthermore, I notice that the name of Andrew V.avanaugh is misspelled in the second paragraph.

Such details as this should not be left to me to note or to change, and as I have indicated, I would rather do it originally in the first place than to have material like this reaching desk, and then take my time to completely revise it or check errors.

Another comment I would like to make is that I do not think the photograph selected is the best photograph. It leaves out of the picture entirely Mr. Aavanaugh, who is the President of the International Association of Chiefs of Police, and I think the one showing Mr. Aavanaugh would be a better one to carry in the FBI Bulletin. I realize the photograph in which Mr. Aavanaugh appears leaves out Mr. Ciccardi, but at least we should try to select a picture containing the photograph of the President of the Association which has cooperated with us in this project.

Very truly yours,

John Edgar Hoover
Director.

67-9524-208

Inclosure.

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7-11-35

October 21, 1935.

MEMORANDUM FOR MR. TOLSON
MR. TAMEA

I have not as yet received the report upon the facts in connection with the surveillance of the Ulliyotts. These two persons, as you will recall, were lost by Special Agents of our Bureau on two separate occasions, and I have been desirous of ascertaining the facts in both of these instances in order that the blame may be fixed for the same.

Please expedite the preparation of the memorandum upon this matter.

Very truly yours,

John Edgar Hoover,
Director.

67-9524-207

COMMUNICATIONS SECTION
MAILED
OCT 21 1935
P. M.
FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

223

JEM:HCB

October 21, 1935.

MEMORANDUM FOR MR. TOLSON.

I had occasion today to talk to two employees in the Identification Division. Both of them have been in the Bureau since May, 1934, and are in Grade Caf-1, receiving \$1260 a year, and efficiency ratings as "Very Good." I was impressed particularly with the sincerity and loyalty of these two employees. Each of them has heavy responsibilities outside of the office. One of them is married and is going to school at night. Both were seeking some way to obtain promotion to Student Fingerprint Classifiers in order that they might obtain more money. From the duties which they described to me I believe that they should be in a higher classification grade than Caf-1, or at least they should have been promoted more rapidly within Grade Caf-1 than they have been, as they have not received any promotion to date since being placed in Grade Caf-1.

I am very much concerned about this entire situation. I would like to have immediate steps taken so as to effect reallocation of employees to higher grades where their duties warrant the same. I have for some time felt that a mistake is being made in appointing so-called messengers in Grade Cu-3, when as a matter of fact, the duties performed are clerical duties, at least to a major extent. Consequently, I think the lowest grade we should have in the Bureau is Caf-1, \$1260, and that the other grades should be raised accordingly thereafter. I believe there has been some discussion concerning the reallocation of typists in the Identification Division and of employees in the Card Index Section, as well as of other clerical employees. I would like to have immediate action taken upon this matter, as I believe that the greater bulk of employees in the Identification Division are in grades lower than their duties would warrant. I feel that we should be particularly liberal in approaching this question because it is a known fact that the employees of the Bureau are working longer hours and are performing far more work than other Governmental employees, and for that reason I feel we should make every effort to place them in grades as high as possible, taking into consideration, of course, the duties which they perform.

In connection with this same matter, I am returning to you some efficiency ratings from the field service, where recommendations were made for promotions of men from Caf-8, \$3,000 to Caf-9, \$3200. It is to be noted that new Agents enter the field service at Caf-9, \$3200, and I believe we will be in serious difficulty if we do not give more careful

67-9524-206

Mr. Tolson

- 2 -

10-21-35

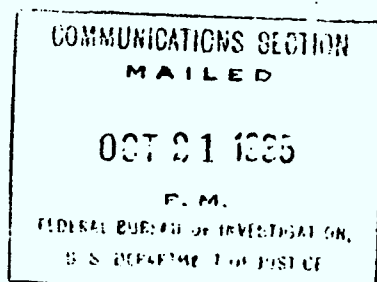
attention to the reallocation of the salaries in the field service. It is my opinion that if one of our Special Agents has a good record and is at the present time in Grade Caf-8, drawing \$3000, he should be promoted to Caf-9, \$3300, and other employees with a good record in Caf-8, \$3100 should be increased to \$3400 in Grade Caf-9. This has not been done, but recommendations have been generally made to place these employees in Caf-9 at \$3200, which is the entrance salary today. In other words, Agents who have been in the service for a period of over a year and who have received no increase are being placed now in the entrance grade, and this is bound to effect the morale of the service.

I wish that you would give this also prompt and immediate attention.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.



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REC-117

October 15, 1935

Mr. C. A. Tolson,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Sir:

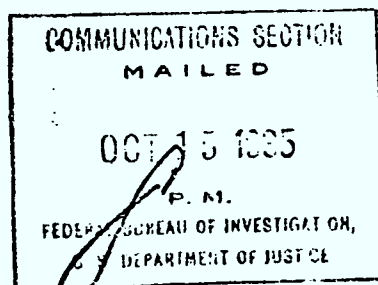
This will acknowledge receipt of your contribution
of \$10 to the fund to be paid to the designated beneficiary
of any participating Special Agent of the Bureau who may lose
his life by violence in the line of official duty.

Very truly yours,

J. E. Hoover

John Edgar Hoover,
Director.

67-9524-205



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CT:MAM

October 1, 1935

67-4524-204

Mr. Thomas Pirnie, Sr.,
521 - 12th Street, S.E.,
Cedar Rapids, Iowa.

My dear Mr. Pirnie:

It was very good indeed of you to write to me on September 22nd, concerning the address of my Assistant, Mr. Clyde Tolson, before the Iowa Association of Chiefs of Police at Cedar Rapids. I am always glad to learn of the impression made by Bureau officials, and am delighted indeed to know that Mr. Tolson was so favorably received.

Please convey my very best regards to your son Lowell, and thank you again for your thoughtfulness in writing to me.

Sincerely yours,

J. Edgar Hoover.

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COMMUNICATIONS SECTION
MAILED

OCT - 6 '35

P. M.

FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

V

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COPY

Cedar Rapids, Ia.

Sept. 22/35

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Mr. Pennington
Mr. Starnes
Mr. Tamm
Mr. Trotter
Miss Gandy

CEP:ST

Dear Mr. Hoover:

It gives me great pleasure to tell you that I was privileged to hear our friend Clyde Tolson address the police chiefs in convention in their Wed. afternoon Session on "Cooperation of Law Enforcement".

He truly held everyone of his audience in rapt attention from beginning to end.

It was inspiring to everyone interested in law enforcement and good citizenship.

His voice and personality are splendid, Sincerity to the utmost was expressed in every word and gesture.

I have heard only the finest of comment upon his address ever since the occasion.

We are all proud of the man Washington took from us.

Most sincerely yours,

Thos. Pirnie, SR

67-9524-204

67-9524-204
101 ✓
E-6

278

October 12, 1935.

MEMORANDUM FOR MR. TOLSON
MR. CLING

I am quite concerned over the direction and supervision of the physical training accorded to our personnel.

In the first place, as you know, there have recently arisen two cases in which the employees have claimed they have acquired athlete's foot in the gymnasium. This brings up, first, the question of proper care and attention to the sanitary conditions in the gymnasium. There is nothing which plagues athletic clubs and gymnasiums in this country more than athlete's foot, and I am informed that it can be prevented if diligent and sometimes extreme methods are taken to establish the proper sanitary conditions. I am very much concerned about this aspect of our gymnasium. Consequently, I want immediate attention to be given to see that the proper disinfectants are used and the proper cleaning accorded the gymnasium. If additional personnel is needed for this purpose, I will promptly approve the same. I cannot too strongly emphasize the necessity of the most vigorous attention being given to this matter.

Another aspect of our training work is the character of exercises given to the employees. I feel that the exercises have been possibly too vigorous in character for some of the staff who are engaged in strictly office duties of a confining character. We must keep in mind that many of the men receiving this instruction are no longer in their twenties and many of them have not been particularly active along physical lines for some time. It has been my desire to develop a system of training which will gradually bring our staff up to a high physical standard, but this cannot be done by sudden and vigorous physical exercise, and I fear that serious physical harm may be done if the exercises are not more carefully arranged and supervised. I fully realize that all persons attending the instruction classes are advised that if the exercise is too vigorous they need not take the same, but there is a moral persuasion that exists in all such matters which we cannot ignore. There are a few men who will voluntarily speak up and admit that they are not strong enough to perform the exercises given, and consequently, some may go through these exercises even though they are too tiring and too vigorous for them. I do not share the view that the number of exercises should be reduced in number because I believe that regularity is one of the important factors, and I consequently feel that a moderate exercise each day is very desirable provided it is not too long and is not too vigorous.

17-9524-203

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Mr. Tolson
Mr. Clegg

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10-12-35

Another element which I have been concerned about in connection with the physical training has been the lack of discipline, or propriety, rather, in the handling of the same. I have particular reference to the so-called boxing matches that have taken place. I feel that they are subject to criticism if we permit this sort of thing to be indulged in during the regular hours of training. Furthermore, I feel that no physical work may be done to some of the members of our staff who may be engaged in such activities and who are by no means fitted to participate in these activities. I have no objection, of course, if some of the staff desire, after the regular office hours and after all training periods are over, to indulge in boxing, but I do not think that it should be made a part of the regular training periods unless there is to be given some sort of scientific instruction in boxing so that the persons who may then participate will gain some real benefit from the same.

Another matter which I think should be given immediate attention is that of the individuals who are to be accorded this training. When I authorized the physical training course I intended it to be given to the investigative staff of the Bureau, which would, of course, include the executive staff at the Washington headquarters, because all those in the executive staff are subject to call for investigative duties at any time and, in fact, many of them frequently perform the same from time to time. I have ascertained, however, that the physical training has been accorded to employees who are in fact in Grade Caf-1. I do not know why this should have been done because certainly such employees cannot be considered in an investigative group. I am therefore desirous of the physical training being accorded only to those employees of the Bureau at Washington headquarters who are in the investigative group, either at training school or detailed to Washington headquarters to perform executive and administrative duties. It would, of course, include Police Officers attending the Police Training School and those experts in the Crime Laboratory who are in a class that are subject to the performance of field duties. In other words, the physical training is not to be considered as a general conditioning of all employees of the Bureau, but is considered as a necessity for the maintenance of the proper efficiency of the investigative staff of the Bureau. Otherwise, there is no justification for the maintenance of a gymnasium or physical training course.

I would like to have the above matters given very careful attention because I do want to have the physical training work a benefit

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Mr. Tolson
Mr. Clegg

- 3 -

10-12-35

to the operations of the Bureau and not to have it degenerate into something that can be subject to criticism by persons who may take an unfriendly attitude to such a program. It should be considered as just as serious a portion of the Bureau's training curricula as actual classroom instruction.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.

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September 25, 1935.

MEMORANDUM FOR MR. TOLSON

QUINN

GLAVIN

Egan

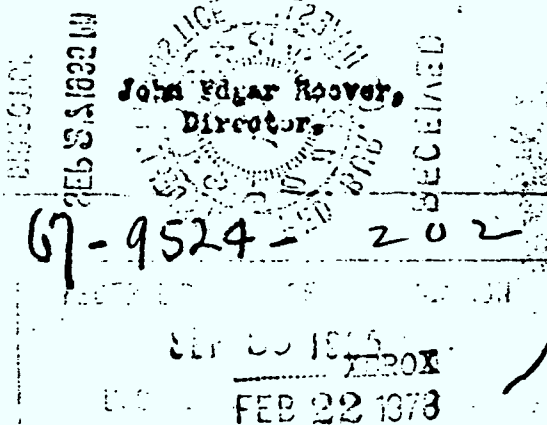
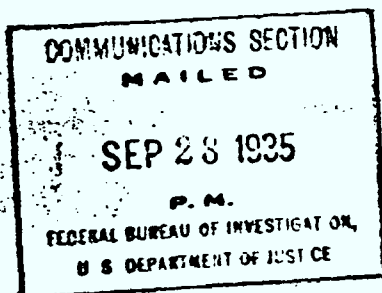
CLEGG

I have noted a tendency on the part of officials of the Bureau to recommend that certain Special Agents of the service be excused from monthly firearms training and also in some cases to conclude that certain representatives of the Bureau are to be considered as not qualified for firearms duties.

I believe that this is an incorrect viewpoint, because there may arise instances wherein it is absolutely necessary to utilize the services of such employees in dangerous situations, and under the procedure which has been followed certain employees would not be available for assignments in such emergencies. Henceforth, each and every Special Agent and Special Agent (A) in the Bureau must be required to undergo firearms training each month and there are to be no exceptions whatever in this procedure.

In the future, in no instance should an employee be designated as a resident Agent or as a Number One employee in a field office unless such employee is qualified in the use of firearms, and no increases in grade or salary shall be granted to any employee who has not so qualified. Every employee must qualify and must remain qualified, and it is incumbent upon all officials of the Bureau to see that this instruction is carried out.

Very truly yours,

John Edgar Hoover,
Director.

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Please place in Mr. Tolson's personnel file.

mam



ROGER C. WEST
1937

CITY OF DES MOINES
DEPARTMENT OF POLICE

SEP 24 1935

R. J. Edgar Hoover, Director
Federal Bureau of Investigation
Washington, D. C.

I have just returned from the Iowa Chiefs of Police Convention at Cedar Rapids, which was held on September 17, 18 and 19. We had the largest attendance that we have ever had in any convention during our twenty-seven years as an association. It took three days when all the chiefs of the state got together and saw some stunts and we also have had some talks and demonstrations that will be helpful in our line of work.

I have also called your attention of my personal appearance at the meeting of many of the chiefs who talked over the convention for the general educational and instructive purpose. It was given by the person in the department of your organization. I am not going to have anything to do with the party or the convention but I am the approval of it. I am going to send you a copy of the report of the convention. I am going to have you and I am going to have it out of our way in our meeting in Iowa. I am going to have you and I am going to have it out of our way in our meeting in Iowa. I am going to have you and I am going to have it out of our way in our meeting in Iowa.

I am going to have you and I am going to have it out of our way in our meeting in Iowa. I am going to have you and I am going to have it out of our way in our meeting in Iowa. I am going to have you and I am going to have it out of our way in our meeting in Iowa.

I believe the department has made a lot of new friends in the state and I am sure your organization has a great interest in the department and your organization. The vote making you and your organization members of our organization was something that I have rarely seen since being a member of this organization. I can assure you it was given you through the representation of our organization as a whole and every chief must remain present. The order of the members of the association was very pleasant and the program was really top notch. At the banquet last evening we had only one thing to say to you and I am going to have you and I am going to have it out of our way in our meeting in Iowa.

RECORDED AND INDEXED

Handwritten signatures and initials at the bottom of the page.

WJ:ack

September 24, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to the attached letter from Mr. Jean Chiappe, President of the Municipal Council of Paris, concerning a letter addressed to him by this Bureau, in which Mr. Chiappe advises that he no longer exercises the functions of Prefect of Police and informs that he has hastened to forward the Bureau's letter to Mr. Langeron, it is noted that this communication was routed by the file room to Mr. Tolson and Mr. Schmidt and that it has been initialed for filing by someone in the offices of those to whom routed. Had the file on this case been called for or a check been made, it would have been found that the outgoing letter was prepared in the Identification Division, and that instead of the incoming letter going to file it should have been routed to the Identification Division, in order that its mailing lists might be corrected.

It will be recalled that recently it was necessary for a foreign police official to advise the Bureau in three separate communications before our mailing lists were corrected. It is desired that you bring this matter very forcibly to the attention of the persons concerned in order that matters of this character will be properly handled in the future.

Very truly yours,

John Edgar Hoover,
Director.

Enc.

COMMUNICATIONS SECTION
MAILED

SEP 27 1935

P. M.

FEDERAL BUREAU OF INVESTIGATION,
U S DEPARTMENT OF JUSTICE

67-9524-201

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JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund and who may lose his life by violence in line of official duty, I am forwarding herewith (CHECK - MONEY ORDER - CASH) in the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. In the event of a finding that the death was by violence in line of official duty, appropriate instructions will be issued to the Chief Clerk, directing him to pay to the designated beneficiary the full amount of said fund as of the date of death.

The following person is hereby designated as my beneficiary:

Name Mrs. G. V. Tolson Address 524 12th St. S. East
Clear Rapids, Iowa.
Relationship mother
67-9524-200
Very truly yours,

*Hand
Noted
attached
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Ceyde A. Tolson
Special Agent.

*File
may
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JEM:SCB

August 22, 1935.

MEMORANDUM FOR MR. TOLSON

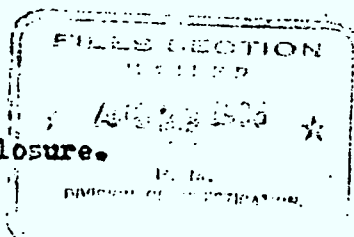
With reference to the attached memorandum of August 21, 1935, I would like to know who in the Bureau is responsible for the handling of such matters in connection with Bureau purchases. I note that in this particular situation concerning the radios, they will not be delivered for 130 days, or over four months. In the morning mail, Mr. Jones, Agent in Charge at San Antonio, writes relative to the installation of radios and points out that it is a joke among police circles that we have such wonderful equipment and such good, serviceable cars to use in our work, but that none of them are equipped with radios. I would say that it is worse than a joke. It is a sad commentary upon the efficient administration of the Bureau. In the drawing up of any specification, whether it be for radios, automobiles, or any other kind of apparatus, there should be set a time limit for the production of the same. It is a common practice in private business to always put a provision in as to when the contract must be complied with. It applies to the building of public buildings and to many other phases of commercial business. Consequently, I do not understand why the Bureau doesn't intelligently handle matters of this kind. The same thing applies to the production of the armored cars, and in connection with the radio situation I think it is absolutely outrageous that we didn't put some reasonable time limit instead of allowing the manufacturers to take just as long as they desired to take. It might affect the cost of the equipment, but in connection with the manufacture of the radios, it is imperative that these radios be installed at the earliest possible moment. We have waited now for months, dilly-dallying around in this matter.

I would like to have this looked into at once to see whether the contract can be revised so as to put a time limit in it, because I don't want to wait four and a half months longer. Please let me know who handled these matters in the Bureau, because I don't think they have been handled as properly as they should have been.

Very truly yours,

John Edgar Hoover,
Director.

Inclosure.



Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Fox
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Mr. Gurnea
Miss Gandy

67-9524-199

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JMH:MGB

August 12, 1935.

MEMORANDUM FOR MR. TOLSON

There is a matter which I would like to have you bring immediately before the Executives' Conference, because I would like to have not only careful consideration, but some definite expression of opinion of the various members of the Conference upon this matter. It relates to the ever-recurring problem incident to the issuance of I.O.'s. As a matter of fact, I am not entirely clear in my own mind as to what the Executives' Conference has decided relative to the policy to be followed in the issuance of I.O.'s in cases in which the Bureau has a primary interest. I know that some months ago I discovered, to my amazement, that the issuance of an I.O. was one of the most difficult accomplishments to effect, and I have been advised by a number of Special Agents in Charge of the field districts that they refrain from asking for the issuance of I.O.'s because of the long arguments which always follow upon the part of Washington headquarters against the issuance of the same. At that time I gave very definite orders that I wanted something to be done to correct this absolutely unwarranted and silly attitude. The attitude of Washington headquarters was that we would issue too many I.O.'s. Upon inquiry I found, to my amazement, that the total number of I.O.'s issued by the Bureau was only a few hundred, whereas to have listened to arguments advanced by Washington headquarters, it would appear to have been up in the thousands, with additional thousands being added monthly. I then ordered that there be a study made of the fugitive files of the Bureau, and I assume that the same is still in process and will continue to be in process unless something is done to bring about an early conclusion of the same. I would like, therefore, to have the Executives' Conference report to me exactly what has been done relative to the orders which I issued some months ago and what the policies are now relative to the Bureau's cases incident to the issuance of I.O.'s.

The other problem is one relative to the issuance of I.O.'s in cases of notorious criminals who are primarily the problem of local authorities. I have in mind the Goodrich case at Detroit and the Fernekes case at Chicago. In the Goodrich case the Bureau took no action whatever for weeks and weeks, until I specifically issued orders that an I.O. be issued, irrespective of what the Bureau's interest might be in the matter. I do not wish to step out on every occasion beyond the strict authority under which we are supposed to operate, but there are exceptions to all rules

★ AUG 12 1935 ★

DIVISION OF INVESTIGATION

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Mr. Tolson

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8-12-35

and I think that when a notorious criminal breaks loose in some part of the country, and whose activities may ultimately lead him into violations of law over which we will have primary jurisdiction, we should promptly issue I.O.'s and not stop and quibble about the same. In the Goodrich case, whether or not it was true, that Goodrich was apprehended in New York, the press of the country gave us the credit for having brought about his apprehension because of the I.O.'s that had been issued and the checking of the fingerprints later. Now I learn that in the Pernekes case there has been no Identification Order issued because of the fact that there is no Federal violation of law involved, and because of the fact that we are trying to very quickly and secretly bring about the apprehension of this individual. Why all the mystery and gum-shoeing in this case I do not know. While it may or may not be any Federal violation involved in this case, it is a fact that Pernekes is a notorious criminal and one who, it is reported, will very likely join up with Karpis and some remnants of that gang. He has a long record of extensive reputation. In other words, we propose to sit and wait until he has actually committed some desperate crime, either in the way of bank robbery or a kidnaping, over which we will have jurisdiction, before we will take it upon ourselves to issue an I. O. upon him. I think this is a perfectly silly attitude and procedure to follow. I wish that you would therefore take up with the Executives' Conference this entire matter of Identification Orders again, and see whether we can get away from the somewhat archaic and moss-covered attitude which we are inclined to assume at Washington headquarters in these matters.

Very truly yours,

John Edgar Hoover,
Director.

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CT:AM

July 29, 1935

MEMORANDUM FOR THE DIRECTOR.

On Saturday, July 27, Agent in Charge Brantley, who is in Washington, advised me of the receipt of information from his office in Oklahoma City to the effect that Mr. Mark T. Little, a former Agent of the Bureau, is now Acting Agent in Charge of the office of the Division of Investigations, Interior Department, at Oklahoma City. Mr. Brantley had received word that Mr. Mark T. Little had circulated a story to the effect that the Director was going to resign and intended to establish an international detective agency. The report further indicated that Mr. Tamm was slated to become Director of the Bureau.

I telephoned Mr. John Little, Acting Agent in Charge of the Oklahoma City Office, and instructed him to communicate with Mr. Mark Little and to inform him that this is an absolute falsehood, that Mr. Hoover has no intention of resigning, and further if he did resign he certainly would not establish any international detective agency. Mr. John Little stated that he would communicate with Mr. Mark Little and that he would verify his conversation with Mr. Little in this matter by letter.

Respectfully,

|| Clyde Tolson. ||

67-561-63

200

JBL:CGC

P. O. Box 1276
Oklahoma City, Oklahoma
July 29, 1935

PERSONAL AND CONFIDENTIAL

Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Pennsylvania Ave. at 9th St., N.W.,

Dear Mr. Hoover:

In accordance with telephonic instructions from Mr. Tolson, Mr. Mark L. Little, formerly an Agent in the Bureau, called at the Oklahoma City office today, at my request, in connection with the statement or rumor reported to emanate from Mr. Little to the effect that you contemplate resigning as Director in order to establish an international detective bureau and would be succeeded by Mr. E. A. Tamm as Director.

Mr. Little stated that he first received this report in East Texas, the sources of which he declined to reveal, but stated that he received the same information from two independent sources, which sources considered the report to be well founded and "to be a matter of general knowledge in Washington". Mr. Little stated that the report, as he heard it, was to the effect that you were to be succeeded by Mr. Tamm or Mr. Tolson.

Mr. Little stated that he attached no credence whatever to the story, considering it merely idle gossip, and in the event he has unwittingly repeated this report, it was unintentional and he sincerely regrets that the source of such a report should be attributed to him. He was advised that the report is untrue and that there is no basis whatever for the circulation of a story of this character. Mr. Little stated that "his lips would be sealed" so far as any further repetition of this story is concerned. During the interview, Mr. Little spoke only in the highest terms of you, and it was noted that he referred to you frequently as "the boss" with apparently no premeditation.

Mr. Little is presently Acting Special Agent in Charge for the local office of the Division of Investigations of the Department of the Interior, and stated that he wished to dispel any ideas that the rumor referred to emanated in any manner as propaganda in connection with any antagonistic feelings formerly reported to exist between the

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Bureau and the Division of Investigations of the Department of the Interior, as a result of alleged proselyting on the part of the Interior in employing Bureau trained Agents.

The information resulting in the interview with Mr. Little was occasioned by information furnished by me to Mr. Brantley. Although I knew from the first that any statement of this character would be false and without basis, I appreciate the fact that you desire to be advised thereof promptly. I shall be governed accordingly in the future and should any information of a like character be received by me, while acting in charge of a Bureau office, I shall see that the same is furnished you directly.

Very truly yours,

JOHN B. LITTLE,
Special Agent.

copy

C O P Y

July 23, 1935.

MEMORANDUM FOR MR. TOLSON.

I have carefully reviewed the attached memorandum dated July 22, 1935, prepared by Mr. Quinn concerning the incident involving certain employees of the Administrative Division in connection with the last stenographic examination.

B6 I approve the recommendation that the resignation of Miss [redacted] be requested. From the facts submitted in the memorandum of Mr. Quinn, it is quite obvious that Miss [redacted] was guilty of actions of a character which would make her services undesirable in this Bureau. Were it not for the fact that she made a frank statement when questioned concerning this matter, I would issue an order of dismissal with prejudice, but in view of the frank statement which she made, she may submit her resignation to be effective immediately, with such allowance for accrued leave as she may be entitled to.

In connection with this whole episode, I would like to make certain observations, because it seems to me there has been a woeful lack of efficiency, interest and appreciation of the seriousness of a situation of this character upon the part of a number of persons in the Administrative Division.

In the first place, I consider the remark made by Mr. Glavin to the effect that the employees in your immediate office should have no difficulty in passing the test, inasmuch as the various tests pass through your office, to have been a most undesirable remark to have been made by an executive of this Bureau. I understand that Mr. Glavin states he made this remark in a facetious vein, but it cannot be ignored that he is Chief Clerk of the Bureau and as such I consider it improper for him to have even facetiously indicated to the employees of your office that there was a means and way whereby they might procure knowledge concerning examinations and thereby be able to pass the same.

I am frankly nonplussed at the manner in which examination papers are obviously handled in the Bureau. From the report of Mr. Quinn it would appear that the examinations are sent through in regular course and go through many hands before finally being given to the employees. While I had assumed that all of our employees are thoroughly honest and ethical in their actions, it is obvious from the incident which has occurred

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that my assumption was not entirely correct. It is absolutely unfair to the other employees of the Bureau who are required to take stenographic and typing examinations to have a condition exist which makes it possible for certain special employees to procure advanced knowledge of what examination is to be had, practice upon the same and then take that examination and make a high passing mark. The giving of an examination is practically valueless if a condition of this kind is going to continue to exist. I see no reason for the routing through of examination papers and thus afford to an employee who might be so inclined, the opportunity of availing himself of the information in such an examination before the examination is actually given. It would seem to me that there has been a most careless and inefficient handling of this very important matter. Employees of the Bureau who desire to be honest and faithful to their responsibilities might fail to pass an examination and might thereupon either be reduced in grade or dropped from the service, while other employees, so inclined, could make a high passing mark because they had an opportunity, and availed themselves of that opportunity, to know what the examination was to be and be prepared for the passing of the same. Henceforth, I want no one other than the person who is to give the examination to know what the contents of the examination will be. If that person be the Chief Clerk of the Bureau, he should prepare the examination paper himself, and should then give the examination, and no clerk or other official of the Bureau should have an opportunity to know what the contents of the examination will be. This is the only fair and honest way to treat the other employees in the Bureau who want to observe the proper proprieties of such tests.

I am further more somewhat concerned about the condition in Mr. Tolson's immediate office, because it appears from the memorandum of Mr. Quinn that there was sufficient opportunity for employees in that office to practice during office hours upon tests, and it is also to be noted that both Mr. Tolson and Mr. Quinn had time to give practice tests to employees in that office. I do not think that this is the proper condition to exist. I know that many sections of the Bureau are overwhelmed with work. We are not able to get the work out within the time limits that are desirable, and yet, in the Assistant Director's office, there seems to be time for the employees to practice tests, and in fact, to be given practice tests by executives of the Bureau. If an employee desires to practice up for an examination there is no objection to that employee practicing for the same, but it should not be done during office hours, and under no circumstances do I think that an executive should assist in the matter, particularly when the work of the Bureau is so far behind. To my personal knowledge, I have waited many days at times for action upon matters from both Mr. Tolson and Mr. Quinn, recognizing as I do that they have more work to perform than they can properly perform

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within the given time, and yet both of these executives had sufficient time to give practice tests when they could have been devoting their energies and attention to the handling of official matters that warranted immediate attention.

I am furthermore concerned about the more or less careless indifference with which this entire episode was handled by Mr. Tolson and Mr. Quinn. It would appear from the statements in Mr. Quinn's memorandum that he was fully cognizant of all the facts in this case, and in fact, reported them to Mr. Tolson. It would further appear from Miss Sheaffer's statements to Miss Canty that there was no necessity for Miss Canty to report the matter directly to Mr. Tolson as both Mr. Tolson and Mr. Quinn were fully cognizant about this matter. Notwithstanding the fact that it would appear that both Mr. Tolson and Mr. Quinn knew of what had happened in this situation, there was no investigation made by either of them and no report of any kind submitted to me concerning the matter. It was only when I heard rumors from other parts of the Bureau concerning this situation that I asked for a report upon the same, and there was brought to my attention an incident which had occurred many weeks before. I am at a total loss to understand this careless indifference to the actions of an employee holding a very responsible and confidential position in an Assistant Director's office, and who had admitted to other employees in that office having done something which was certainly unethical and reprehensible. In fact, it was so unethical that a subordinate employee in that office was so concerned about it that she discussed it with the Secretary to the Assistant Director, and was assured by the Secretary to the Assistant Director that both Mr. Tolson and Mr. Quinn were fully aware of it and there was no reason why the subordinate employee should be disturbed.

I deplore the manifestation of such careless indifference upon the part of two high executives of the Bureau. These same executives have in other instances recommended to me disciplinary action to be taken against other employees in the Bureau who have been guilty of far less reprehensible actions than was the employee in this particular instance. I think it is imperative that the executives of this Bureau be keenly alive to their responsibilities in the matter of handling personnel, and more particularly be acute to such situations when they arise in their own offices, because we cannot expect to maintain discipline or proper morale throughout the Bureau when such conditions are allowed to develop in the office of a high executive of this Bureau and no attention or action is given to the same.

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Mr. Tolson

- 4 -

7-23-35

I cannot concur in the recommendation that Miss Canty be severely reprimanded because she apparently did everything she could other than to make a report directly to Mr. Tolson or Mr. Quinn concerning this matter. She discussed the matter with the Secretary to the Assistant Director. In fact, neither the Assistant Director nor Mr. Quinn saw fit to report the matter to me, and for that reason I will not concur in the recommendation that Miss Canty be reprimanded for not having made a direct report. We cannot expect more of her than we expect of executives.

Very truly yours,

(S) J. EDGAR HOOVER

John Edgar Hoover,
Director.

Inclosure.

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67-9524-197
CL:100

July 20, 1935.

Mr. William C. Henning,
Cedar Rapids, Iowa.

My dear Dean Henning:-

I received your letter of July 8th upon my return to Washington from a brief official assignment in the East and I was more than delighted to hear from you again. I have often thought of my friends at the Cedar Rapids Business College and I shall always be grateful to them for the help which they gave me many years ago.

I was very glad to learn that your son has been selected by the Section of Painting & Sculpture to submit designs for murals in the Washington Post Office and the Department of Justice Buildings. I am enclosing such information as is available with respect to the work of the Federal Bureau of Investigation, Department of Justice. I feel that possibly a review of this material will give your son some ideas and also that the enclosed photographs may be of some aid to him in portraying the work of this organization.

With all good wishes, I am

Sincerely yours,

(Signed) Clyde Tolson.

Enclosures.

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WILLIAM C. HENNING
EXAMINER OF QUESTIONED HANDWRITING
CEDAR RAPIDS, IOWA

TELEPHONE:
OFFICE 8521
RESIDENCE 2-2095

July 8, 1935

Mr. Clyde Tolson,
Department of Justice,
Bureau of Investigation,
Washington, D. C.

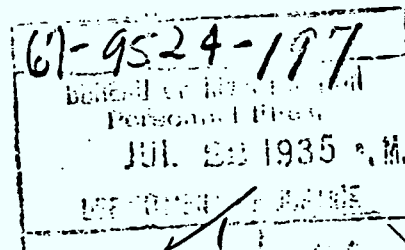
Dear Mr. Tolson:

A few mornings ago I picked up the morning Chicago Record-Herald and on looking over the picture page without reading the titles underneath a familiar face caught my eye. I stopped a moment and then, glancing at the title below saw that this familiar face was yours alongside of J. Edgar Hoover's, and the statement that you are his assistant. It gave me a most happy thrill, and I don't mind telling you that we at the Cedar Rapids Business College are all happy because of the very fine recognition and the advancement that you have made in the Government service. I am expecting to see you at the top at no distant time and shall rejoice when it comes.

We are equally happy because of the fine record of advancement to the higher positions that Hillory has made, and hope for him the very highest honors.

I have intended to write you since being reminded of your success by that picture, but delays have occurred day after day. I have a favor to ask of you if you should be in position to grant it, and it would not encroach upon your time. Undoubtedly you are busy, as your department must always be. This favor is in behalf of my son, William E., and is this:

He has been invited by the Section of Painting & Sculpture as one of a selected group of 275 artists to submit designs for murals in the Washington Postoffice and the Department of Justice buildings. He has been specifically asked to submit a preliminary sketch for a mural in the Department of Justice building, and the subject should "deal with some phase of the administration of Justice in relation to contemporary life. He has been given the liberty to interpret the subject quite freely,



and it has occurred to him that some of the activities of the Bureau of Investigation woven into a mural painting would be interesting and timely as well as quite appropriate, the wonderful work being done by this department under Mr. Hoover being very much in the public mind and appreciated.

I do not want you to go to any trouble but should there be anything in printed form relating to the establishment, organization and systematizing of the activities, or telling about the activities themselves and accomplishments, that is available to the public, which might furnish suggestions and material for an appropriate mural, I shall be very grateful if you will send it to me. It will be as greatly appreciated by William.

I am writing this for him first because I want to say what I have said in the beginning and again because, knowing you, I might ask the favor for him better than he could ask for himself.

I might add that he is doing both mural and easel work of which I am quite proud and which is receiving some very fine recognition. He is coming to the front quite rapidly.

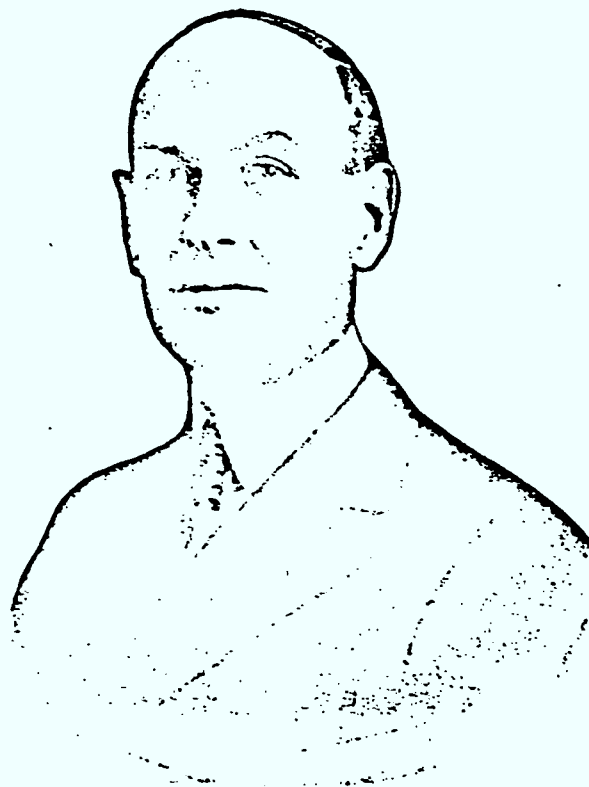
With kindest wishes and appreciation, I remain

Your friend,

A large, stylized handwritten signature in cursive script, reading "W. C. Penning". The signature is written in dark ink and is enclosed within a large, loopy oval flourish that extends across the width of the signature.

1
C
WILLIAM C. HENN.

**EXPERT EXAMINER OF QUESTIONED
HANDWRITING AND DOCUMENTS**



**Consult Henn in Problems of Questioned
Handwriting and Documents**

WILLIAM C. HENN.

EXPERT EXAMINER OF QUESTIONED
HANDWRITING AND DOCUMENTS

Cedar Rapids, Iowa

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Business 'Phone 8521—Residence 'Phone 22035

SERVES the legal profession, banks, business firms, and individuals in all matters relating to questioned handwriting and documents. ¶ Investigations and scientific analysis of questioned and standard handwritings to identify the writer, to differentiate handwritings, to establish proof of genuineness, lack of genuineness, or forgery, as the case may be. ¶ Written report, narrative or analytical, giving reasons for opinion and conclusion. ¶ Experience in testifying in questions of handwriting in State and Federal Courts for more than twenty-five years. ¶ Skilled with crayon for demonstrating analytical testimony and essential points. ¶ Handwriting and documents photographed, and enlarged photographs furnished.

Handwriting Experts More Credible Than Alleged Eye Witnesses to a Signature

Domzalski v Jozefiak, 157 Mich. 273.

"Plaintiff's case is evidence of handwriting experts on comparison of signatures, aided by enlarged photostatic copies, plus claimed contradictions, inconsistencies and improbabilities in defendant's case.

The record as to handwriting is most unusual. Hundreds of pages of record show the matter explored to the last fragment, and the opinion of witnesses was, without reservation, that the signatures were forgeries.

A case of opinion evidence on handwriting, stronger than that made here in behalf of plaintiff, cannot be well imagined."

NOTE.—Mr. Henning's testimony in this case occupied the Court for five days. See cases inside pages.

Baird v Shaffer, 101 Kan. 168 Pac. 836 (Kansas, 1917).

"The testimony of attesting witnesses to a will may be overcome by any competent evidence . . . expert and opinion evidence is just as competent as any other evidence. Indeed, where the signature to a will is a forgery, and where the witnesses have the hardihood to commit perjury, it is difficult to see how a bogus will can be overthrown, except by expert and competent opinions evidence . . . the rule contended for would frequently baffle justice and give judicial coun-

Direct examination, the witness may and, if required, must point out his grounds for belief in the identity of the handwriting, on the principle already considered. Without such reinforcement of testimony the opinions of experts would usually involve little more than a counting of numbers on either side. The progress of modern chirographic science makes it all the more possible, as well as desirable, to discriminate between witnesses according to the convincingness of the reasons that may be given by them in their conclusions." *Whigmore on Evidence*, Vol. 4, page 265, Par. 2011.

Magnuson v State, 187 Wis. 122; 203 N. W. 749 (1925).

"A rule that would permit an expert to take the stand and state his conclusions without doing any more would place the least qualified, most prejudiced expert on the same level as the best qualified and most conscientious expert. Particularly is this true in regard to testimony of a handwriting expert, which rests very largely for its convincing power upon the similarities and peculiarities which enable the expert to arrive at his conclusion.

State of Iowa vs. Slifer
Grundy Center, Iowa

Handwriting of letters in contemplation of suicide in question. Investigation and testimony for the defense.

Fitzpatrick Warranty Deed
Texas

Handwriting in and signature to deed in question. Consulted by and investigation for claimant.

Iowa Falls Bank vs. Gold Dredging Company
Federal Court, Cedar Rapids, Iowa

Sequence of signatures in question.

United States Government vs. Cooper
Federal Court, Dubuque, Iowa

Re. Federal Income Tax. Called by Government.

State of Iowa vs. Sharp
Marion, Iowa

Forgery of promissory note. Investigation and testimony for State.

United States Government vs. Jack Daley
Federal Court, Dubuque, Iowa

Identification and proof of authorship of anonymous letters. Investigation and testimony for Government.

United States Government vs. Hayes Van Gorder
Federal Court, Sioux City, Iowa

Widespread operations in fraudulent, forged, and raised Post Office Money Orders. Proof of authorship through identification of handwriting in various aliases. Investigation and testimony for Government.

Domzalski vs. Jozefiak
Detroit, Michigan

Forgeries of deeds and other documents in attempting fraudulently to dispose of large estate. Investigation and testimony for plaintiff.

Mr. Henning's testimony in this case occupied the Court for five days. See page 2 of this announcement.

State of Iowa vs. Hartwig
Anamosa, Iowa

Authorship of alleged suicide notes in question. Investigation and testimony for State.

Whitney vs. Biggs
Trial at Marshalltown, Iowa

Handwriting in questioned disposal of estate property. Investigation and testimony for defendant.

Margaret Ramsdell Will Contest
Toledo, Iowa

Signature to collateral document in question. Investigation and testimony for contestants.

State of South Dakota vs. Edward J. Flaherty
Huron, South Dakota

Identification and proof of signatures to establish an alibi. Investigation and testimony for defense.

State of Iowa vs. Miner
Anamosa, Iowa

Identification and proof of authorship of alleged suicide notes. Investigation and testimony for State.

Johnson County vs. First National Bank and Others
Iowa City, Iowa

Questioned deposit entry, bank account of Charles L. Berry, County Treasurer.

Investigation and testimony for First National Bank.

United States Government vs. Amos M. Hartzell
Federal Court, Sioux City, Iowa

(Sir Francis Drake Estate Fraud)

Identification of signatures, superscriptions and letters—in handwriting and in typewriting. Investigation and testimony for Government.

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

July 6, 1935.

CT:ACS

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

MEMORANDUM FOR THE DIRECTOR.

I am in receipt of your memorandum dated July 5, 1935, covering the matter of the Executives' Conference meeting on Wednesday, July 3rd.

I have always made it a practice to indicate to you any suggestions which I have for the improvement of the service or any objections which occur to me to policies and practices in the administration of the Bureau.

You are advised, in response to your specific inquiry, that I am not in disagreement with any policies, procedure, activities or other forms of operation of the Bureau. If at any time I do disagree with such policies, procedure, activities or forms of operation, I shall communicate such objections to you.

Respectfully,


Clyde Tolson.

JUL 20 1935

67-9524-196
FEDERAL BUREAU OF INVESTIGATION
JUL 13 1935
U. S. DEPARTMENT OF JUSTICE
TOLSON

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JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.
July 2, 1935.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

In conformity with the requirements of the Manual of Rules and Regulations, the following information is submitted:

- (a) Marital status - single.
- (b) Organizations with which connected:
 - International Association of Chiefs of Police
 - Sigma Nu Fraternity
 - Phi Delta Phi Legal Fraternity
 - Masonic Order
 - University Club
 - Columbia Country Club
 - Lieutenant-Commander, Naval Intelligence Service.
 - Aide-de-Camp on the Staff of the Governor of Kentucky.
- (c) Legal residence - Cedar Rapids, Iowa.
- (d) Education - A. B. Degree - George Washington University, 1925;
LL. B. Degree - " " " " 1927;
Member of District of Columbia Bar.
- (e) Person to be notified in emergency - Hillory A. Tolson,
1332 Farragut Street, N. W.,
Washington, D. C.
- (f) Hillory A. Tolson, Brother, employed by National Park Service,
Department of the Interior.
- (g) None

Respectfully,

Clyde Tolson.

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JUL 14 1935

TOLSON

CHIEF, CLK.

235

July 5, 1935.

MEMORANDUM FOR MR. TOLSON

CLERG

COFFEY

HERNANDEZ

Egan

CLAVIN

LARRY

LESTER

BATHEN

QUINN

SCHILDER

TAMM

TRACY

I am very much concerned over the report made to me by Mr. Tolson concerning certain discussion occurring in the last meeting of the Executives' Conference. As I understand it, these discussions arose out of some information prepared in the Identification and Crime Laboratory Division concerning the development of latent fingerprints. It is my understanding that this material was forwarded to the Director's office initialed and approved by the proper officials of the Identification and Crime Laboratory Division, and with this initiailling I made certain of this material available to the Associated Press. I now learn that the officials of the Identification and Crime Laboratory Division were very much opposed to the releasing of any of this information for publication, but there was no indication upon the memorandum transmitted to the Director's office of any such objections.

I am further informed that as a result of this discussion certain officials of the Bureau have indicated that they have likewise been opposed to certain policies, actions and procedure of the Bureau, but they have not formally or even informally indicated their objection.

Mr. Nathan

Mr. Tolson

Mr. Baughman

Chief Clerk

Mr. Clegg

Mr. Coffey

Mr. Edwards

Mr. Egan

Mr. Harbo

Mr. Keith

Mr. Lester

Mr. Quinn

Mr. Schilder

Mr. Tamm

Mr. Tracy

Mr. Egan

Mr. Harbo

Mr. Keith

Mr. Lester

Mr. Quinn

Mr. Schilder

Mr. Tamm

Mr. Tracy

Miss Gandy

I consider this attitude to be entirely unwarranted, and to be indicative of a general lack of either interest or industry upon the part of such officials. The Executives of this Bureau have been selected for the purpose, not of acting as rubber stamps, but for the purpose of contributing ideas, suggestions and criticisms to the efficient and successful operation of the Bureau. I do not believe a single Executive of this Bureau can point to an instance where I have ever objected because of opposing views, or where I have at any time, in any way, endeavored to force an Executive to change his opinions or views concerning policies in the operation of this Bureau; yet, I now learn that at least some of the Executives of the Bureau do not consider it to be their responsibility or duty to express any views on policy unless specifically asked for the same. When I request memorandums to be prepared or send memorandums to be checked, these are not to be checked or prepared solely for typographical errors, or for form, but the matter of policy is to be considered also. Obviously,

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FEDERAL BUREAU OF INVESTIGATION

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7-5-35

if it was merely for the checking as to form and typographical errors, that could be done by a fourteen hundred-dollar clerk and we would not need five thousand-dollar-and-over executives to do that kind of work.

I have previously indicated my annoyance at this somewhat lackadaisical and indifferent attitude upon the part of our Executive Staff, and I want to now, for the last time, make it distinctly clear and understandable to all members of the Executives' Conference that the principal function of an Executive in this Bureau is to express himself upon the policies, activities and operations of the Bureau, in addition to the handling of the detailed work incidental to his particular office. The mere fact that the Director's office asks for something to be prepared does not mean that it should be prepared by an automaton, without any expression of views as to policy or vision or manner of use of the material. It expects him considerably to have executives manifest this kind of an attitude when I have done everything in my power to try to get them to participate actively in the operations and direction of this Bureau. As I have said, the only explanation that I can reach concerning this matter is either laziness or indifference.

In order, therefore, that there can be no misunderstanding now concerning this matter, I desire that each of the persons to whom this memorandum is being directed, submit to me immediately a memorandum setting forth any policies, procedure, activities or other forms of operation of the Bureau with which they disagree, and the reasons for their disagreement. If they do not have any objection to the various policies, et cetera, of the Bureau, then I would like to have a memorandum in writing making that statement. It seems rather silly to have to specifically request this kind of a statement from a presumably intelligent executive force, but obviously from the discussion which occurred in the last meeting of the Executives' Conference, there is a great deal of "buck-passing" being indulged in, or, as I have said, indifference and laziness being manifested, and I want, and intend to have a termination to those practices.

Henceforth, each of the members of the Executives' Conference will please express himself upon all phases of a matter and not merely consider it to be his function to do the clerical work incidental to the same.

Very truly yours,

John Edgar Hoover,
Director.

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W
Copy of Copy

ADOLPH E. SCHONBERGER
ATTORNEY AND COUNSELOR AT LAW
30 Day Street
St. George
Staten Island, N.Y.

Telephone: Gibraltar 7-7600

June 11th, 1935.

Mr. J. Edgar Hoover, Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D.C.

Dear Sir:

Allow me to express my gratitude for the gracious treatment accorded Mrs. Schonberger and me by your subordinates on our recent visit to the Bureau of Investigation. We found your Bureau extremely interesting and the explanation given us tremendously enlightening. It was a revelation to both of us. In fact, the Bureau impressed me more than anything I saw in Washington.

The treatment accorded us by Messrs. Tolson, Tracy and Hintz was so courteous and considerate that it made a great impression upon us. The explanation and the interesting talk which Mr. Hintz gave us made us feel how well protected the citizens of this country are. We learned from him what excellent work your men were doing and were the rest of the citizens of the country to know the methods and exhaustive work done by your Bureau they would have no qualms for their safety against the enemies of society.

Again I wish to assure you of our gratefulness to you and your associates for the courtesy accorded us and when I am again in Washington I shall avail myself of your invitation to again call on you.

Sincerely,

(S) A. E. Schonberger

67-561-A-1521

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JEH:HCB

June 7, 1935.

MEMORANDUM FOR MR. TOLSON
MR. CLEGG

In regard to the attached memorandum of Mr. Clegg, dated June 4, 1935, I want to have prepared immediately details rather than generalities dealing with the training courses which we are desirous of instituting. We have been wasting, I think, quite some valuable time in discussing generalities pertaining to our training work. The Attorney General has directed me to proceed and to proceed promptly with the actual initiation of a police training course. I have yet to see, however, any detailed memorandum of the schedule, lecturers and hours for the revised and amended course for our own trainees and retrainees, and I have not, of course, yet received any detailed schedule of courses and lecturers and hours for the police training school. We must get down to details and facts immediately in this matter. I cannot submit to the Attorney General the memorandum which he has requested me to prepare for release to the press of the detailed program for training, not only of our own men, but of the police officials, until something concrete has been worked out by the officials of the Bureau charged with this matter.

I wish, therefore, that Mr. Clegg would immediately prepare in detailed form a complete curriculum, giving the names of the courses, the names of the lecturers and the hours to be covered. I assume that Mr. Clegg has already procured the acceptances from the various persons who have been approved as lecturers. This is a most important and urgent matter, and cannot be allowed to drag along any longer.

Very truly yours,

John Edgar Hoover,
Director.

Inclosure
(Attached to Mr. Tolson's copy)

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FILE

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JH:100

June 17, 1935.

MEMORANDUM FOR MR. TOLSON

I would like to express to you, and through you to all of the assistants of the Bureau who participated in handling the tour of the Boys' Anti-Crime Council of the University Settlement of New York, yesterday, my sincere appreciation. The tour was eminently satisfactory, and each and every person of the Bureau participating in the same handled it with a degree of care, attention and enthusiasm that was particularly gratifying, which, I believe, reflected great credit to the Bureau. You are to be commended for the excellent manner in which it was planned and carried out.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Starnes
Mr. Tamm
Mr. Tracy
Miss Gandy

67-9524-194

BUREAU OF INVESTIGATION	
Personal Files.	
JUN 20 1935 A.M.	
DEPARTMENT OF JUSTICE	
	FILE

JEM:ROR

June 15, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to your memorandum of June 14, 1935, concerning the visit of the University Settlement Boys' Anti-Crime Council to the Bureau on June 16, I approve the suggested tour.

In connection with tours, I would like at this time to confirm certain comments which I made last evening, following the tour of the Little Congress. I have never seen a more miserably handled tour than the one conducted last night. The handling of the same devolved entirely upon Mr. Schilder, Mr. Burruss and myself. The rest of the Executive Staff of the Bureau and assistants who were present did lend a tremendous amount of atmosphere as onlookers standing back at the walls, letting the members of the tour flounder around the best they could, with what feeble efforts Mr. Schilder, Mr. Burruss and I could render, to try to keep the interest and keep the tour moving. No arrangements had been made in the Identification Division to classify and search a fingerprint, which I think should always be done in the case of a special tour of persons specially interested in our work.

No arrangements were made to have the lights on in the various corridors and in the Library, or if arrangements had been made, they had not been checked. I obtained a great deal of fine physical exercise in holding open the doors for the tour, while the Executive Staff of the Bureau and assistants swept through as if members of the British Monarch Jubilee en tourage.

At times I wondered whether we were conducting the tour for the benefit of the Bureau assistants who were present or for the members of the Little Congress.

In the rifle range Mr. Glavin spoke in a tone of voice that could hardly be heard a few feet away. What he said was all right, but he should have impressed upon him the fact that he is talking to a group of persons who are really interested in what he is saying and who are desirous of hearing him. A number did call out for him to speak louder, and for a few seconds he raised his voice, but again lapsed into the dulcet tones of a radio crooner.

No arrangements were made for the distribution of the envelopes; no arrangements were made for the tour to see the interior court; and

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DEPARTMENT OF JUSTICE

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Mr. Tolson

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no arrangements were made for escorting the tour out of the building. Mr. Schilder, Mr. Burruss and I had to take care of all these matters, notwithstanding the fact that Mr. Schilder had spent several hours talking, and should not have had this burden imposed upon him.

Reverting to the laboratory, while the entire laboratory staff seemed to be on duty, their duties seemed to consist of standing back at the walls, looking on and rendering no assistance, and making no effort to help in conducting the tour.

All in all, it was a miserable display of intelligent arrangement, of proper supervision, and of interested interest in a tour which we desired to make a real success.

Consequently, in connection with the tour which is to be conducted tomorrow, while I note that you have listed a sufficient number of Bureau personnel to be available, I would like to be certain that this personnel does not merely lend its presence in the way of atmosphere, but that it really gets in and does some work. I do not think that either Mr. Schilder or I should be expected to do the entire job of conducting the tour, including the manual labor of opening doors, arranging for elevators and turning on the lights.

Very truly yours,

John Edgar Hoover,
Director.

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JAN:KCS

June 8, 1935.

MEMORANDUM FOR MR. TOLSON
MR. EDWARDS

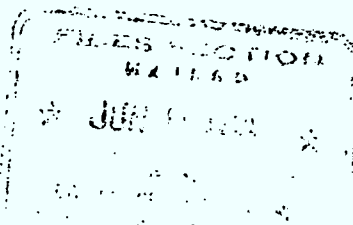
On last Thursday, Mrs. H. V. Kaltenborn and her brother-in-law and sister, the Baron and Baroness Von Nordenfjeldt, I am informed, made a tour of the Bureau. I was very much surprised when Mr. Boyers phoned me to ascertain whether I would be willing to shake hands with them after they had completed the tour, as I had not received any information that this group had been on tour in the Bureau. Mrs. Kaltenborn is the wife of the well-known radio news commentator, and it would seem to me that when any person or persons of public prominence are shown through the Bureau, I should be advised of the fact that they are on tour in order that I might meet them, if the opportunity presents itself. Obviously, some persons of considerable prominence and importance are being taken on tour through the Bureau, without any attention being given to the fact that it might be desirable to inform the Director of these persons' presence in the Bureau so that he might see them. I believe it would be entirely possible for Mrs. Franklin D. Roosevelt to come down, casually join one of the tours, give her name, and be shown through, and the Director's office not even be informed that she had seen the Bureau's work and activities.

I wish that some greater degree of interest might be taken in matters of this kind and that I might be advised when persons having special interest in our work and projects go through the Bureau. The Director's office should be telephonically informed by the person in charge of the tour.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan.....
Mr. Tolson.....
Mr. Baughman.....
Chief Clerk.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Edwards.....
Mr. Egan.....
Mr. Harbo.....
Mr. Keith.....
Mr. Lester.....
Mr. Quinn.....
Mr. Schubert.....
Mr. Schuler.....
Mr. Smith.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....



JUN:RCB

June 7, 1935.

MEMORANDUM FOR MR. TOLSON

I have reviewed your memorandum of June 4, 1935, concerning the handling of the outgoing and incoming telegrams and teletype messages. I am astounded to learn of the slipshod methods followed in handling these messages. It is a marvel to me that there have not been some very serious leaks concerning these matters. The only reason I believe there have not been is not due to any careful preparation or supervision of the system in operation, but is due to the high integrity of the employees. Some one should certainly have given this matter some study and careful consideration so that telegrams and teletype messages could have been handled in the most simplified manner, and at the same time with the utmost degree of safety so far as guarding the contents is concerned.

I do not approve the suggestion that an office of the Director's suite be utilized for a teletype and telegraph office. I have not insisted upon the space which I think is adequate for the Director's office, but I certainly do not intend to have any activities when they are created, to be housed in the limited and already crowded space assigned to the Director's office. There are a number of Inspectors to be designated, and what little space is available in the Director's office may have to be utilized by these inspectors. I do believe, however, that a teletype and telegraph office should be set up on the fifth floor, and I desire that steps be taken toward removing the personnel file rooms from the fifth floor to the sixth floor, and that such portion of that space as may be necessary be utilized for teletype and telegraph offices. I think it would be well to consider the desirability of installing a direct telegraph wire from the Bureau to each of the telegraph offices in Washington, so as to obviate the necessity of utilizing a messenger between the telegraph offices in Washington and the Bureau.

I think that all coding and decoding of messages, both on the teletype and telegraph wires, should be handled in the teletype and telegraph office of the Bureau, and that there should not be the shifting from one place to another of the responsibility as now exists. In other words, I desire that after the messages have been approved by the Director, they be sent directly to the telegraph and teletype office, where they will be then coded and placed upon the wires. Thereafter, the copies that have to be filed, either in the Chief Clerk's office or the file rooms can be filed, but even those copies should be handled in the most careful manner and not be allowed to pass through many hands, as now appears to be the practice.

Mr. Nathan
Mr. Tolson
Mr. Boardman
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

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Mr. Tolson

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6-7-35

I think we should be particularly careful in the selection of our messenger force, so as to insure absolute integrity upon the part of our personnel. I do not believe that any leak has ever occurred within recent years from within the Bureau, but we know the tremendous tenacity and persistence of unscrupulous individuals on the outside connected with certain newspapers and other interests, who will resort to every means to obtain information and it is therefore imperative that, first, we make certain that our employees are of the highest degree of integrity and impress upon them the imperative necessity of handling their work with the utmost secrecy, and, second, that the system for the handling of all of our confidential matters be as simple as possible, but be surrounded with the greatest number of safeguards.

I think, of course, that the teletype machine should be immediately set up to recover a kidnaping case break; that is to say, I think we should have it instantly installed at Tacoma, within the first twenty-four hours after the Heyernacuser boy had been kidnaped, a teletype machine to be tied into Washington, and this should be done in all future cases. From Mr. Appel's report, it would appear that the teletype system is the safest system for use and I wish that you would see that a very prompt study is made of this matter to determine the cost of installation of teletype machines in all of our field offices. We have learned from Perry experience that the telegraph companies cannot be trusted to properly handle our telegrams, and we also know that conversations over the long distance are apt to be listened in on by persons desirous of obtaining the information dealt with in our conversations. Consequently, if the cost is not too high, I will want to install teletype machines in all field offices, and restrict our messages to this means of communication. I think, of course, that messages sent over the teletype should be coded, at least in a small part, in the event of any possibility of a leak from that source. I think that instructions should be issued in the Bureau that the use of the telephone should be materially reduced in carrying on conversations concerning important investigations. I feel that there has been entirely too much telephonic conversation between Washington headquarters and Tacoma concerning the Heyernacuser case, and that it would be better to have such messages transmitted by teletype so as to insure against any possibility of a leak.

Will you please give these matters your immediate attention.

Very truly yours,

John Edgar Hoover,
Director.

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JMH/cmk

May 23, 1935.

MEMORANDUM FOR MR. TOLSON.

With reference to the promotion of H. P. Sellers from Messenger to CAF-1, I note that your explanation is that as new messengers are appointed those already in the service are promoted to CAF-1 positions. Apparently, this is done without any inquiry upon the part of the Administrative Division as to whether the promotion is warranted and whether the employee has rendered satisfactory service. Obviously, such a procedure is most unsatisfactory. I have repeatedly indicated that no promotions of any kind are to be made unless the employee has actually earned the same, and I do not think recommendations should be sent to me for approval unless the personnel file of the employee has been carefully studied and a recent report obtained from the Supervisor as to the employee's ability and capacity.

I feel that there have been too many promotions made without first a study of each case, and henceforth I want this practice to be discontinued. I want to know that when I sign a recommendation for promotion, either from one grade to another, or of salary within a grade, that the employee being recommended is actually worthy of the promotion and that it is not merely a routine mechanical procedure.

Very truly yours,

John Edgar Hoover,
Director.

67-57539-24

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- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Jones
- Mr. Mumford
- Mr. Quinn
- Mr. Nease
- Miss Gandy

JEH:HL

May 23, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to the attached memorandum of May 18th, of the Executives' Conference, covering the handling of Identification Orders, I will approve the selection of Special Agent R. G. Gillespie for the special work of issuing a pocket Identification Booklet. I want to make several observations, however, which I think are particularly pertinent to this matter. In the first place, I do not believe that this fugitive work has been handled or supervised in a proper and efficient manner over a long period. I have more than once indicated my feeling regarding this work and its importance, and apparently nothing or less than nothing has been done to improve it. We have two fugitive supervisors assigned to this work, yet I cannot see exactly what is being done by them. We only have issued sixty-four Identification Orders, and information is not available upon the balance of the cases when asked for, and apparently no effort has been made up to the present time to obtain the necessary details in order to issue the orders on the cases, or to have the information at hand if it might be desired. I do want a monthly report prepared upon the status of this work, and I want a careful check and supervision given this most important type of work. I do not see why it would take any extended period of time to prepare these orders. It might require some overtime work, but it is very necessary and important and I want some pressure brought to bear on the fugitive supervisors in order that this work may be brought up to date, properly organized, and kept in an efficient manner.

Very truly yours,

John Edgar Hoover,
Director.

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Encl.

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JEH/clk

May 23, 1935.

MEMORANDUM FOR MR. TOLSON

With reference to your memorandum of May 23, 1935, relative to the failure to answer a communication received from Mr. Thomas P. Dowd, Superintendent of the Postal Telegraph-Cable Company, Washington, D. C., I note that the explanation is that everybody along the line initialed this letter and sent it to the file and no one saw fit to give it the attention it should have received, namely a prompt answer. It of course is impossible to know how many other letters have been handled in a similar manner, but they no doubt will come to light in due time.

If we need more Supervisors in the Administrative Division of the Bureau I would like to be advised of that fact, so that I can have at least some degree of assurance that the correspondence being received in the Administrative Division is not being merely passed on and initialed without any attention being given to its contents or to action which should be taken upon it. One of two things must be true: either the present executive staff of the Administrative Division has lapsed into a state of calloused indifference or it is overworked to such an extent that it cannot give the proper attention to the work received by it.

Corrective measures must be taken in this situation so that there will not be a repetition of instances similar to that which occurred in connection with the letter from the Postal Telegraph-Cable Company.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. E. A. Tamm
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. H. C. Hooper
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schmitt
Mr. Tamm
Mr. Tracy
Miss Gandy

FILES SECTION
MAILED

★ MAY 23 1935 ★

P. M.
DIVISION OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

T. D. Quinn

K. W. R. Glavin

67-9524-190

FILE

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation

U. S. Department of Justice

Washington, D. C.

May 24, 1935.

CT:ACS

MEMORANDUM FOR THE DIRECTOR.

With reference to your inquiry in connection with the case of Mr. Howard P. Sellers, Messenger, you are advised that it has been the practice in view of the expansion of the Bureau and the rather large number of newly appointed clerical employees, to recommend promotions of Cu 3 Messengers to Grade Caf 1 as additional messengers report for duty. However, any derogatory reports made concerning the work of messengers are taken into consideration prior to sending out any increases.

Respectfully,

40
Clyde Tolson.

*No increases should even
be recommended unless
warranted by satisfactory
work.*

J. C. H.

MAY 28 1935

67-9524-189	
FEDERAL BUREAU OF INVESTIGATION	
MAY 25 1935	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

May 23, 1935.

0

MEMORANDUM FOR MR. TOLSON.

Today I gave orders for stenographic tests to be given to all stenographers of the Bureau, I having failed to follow up these matters in the past, and apparently no one in the Bureau has seen fit to have regular stenographic and typing tests given to employees. While one of the purposes of the test was to enable me to select a competent stenographer for my office, I also desired to obtain a picture of exactly what the stenographic proficiency was of our stenographic personnel. I learned that the stenographers attached to my office had not been included in the test, although I had issued orders that all stenographers should be given a test. Henceforth, when tests of this kind are given I would like to have all stenographers included, and there are to be no exceptions made for the personnel of the Director's Office.

I was particularly shocked to note that 18 of the employees listed as stenographers, and carried in grades of stenographers, failed to pass the stenographic test, and I further recall that some of these employees who were unable to qualify in this test as stenographers have been included in recent recommendations for increase in salary. I would like to have my previous instructions carried out; namely, that when increases in salary are recommended, it be definitely ascertained that the employee recommended for increase in salary is proficient and is actually entitled to the same.

In connection with the 18 stenographers who failed to qualify today, I desire that each of them be notified that another test will be given within the course of the next two weeks, and if they fail to qualify at that time it will be necessary to reduce them in grade and to assign them to strictly typing duties. I think that the fact that there are 18 stenographers, out of the 44 who took the examination, who failed may be explanatory of the reason why we are having such difficulty in getting the mail out in the Bureau. Obviously, persons are assigned to stenographic duties who are not stenographers and this condition should have been corrected long ago and it should not have been necessary for me to have to give it my personal attention.

Mr. Nathan.....
Mr. Tolson.....
Mr. Backus.....
Mr. Baughman.....
Chief Clerk.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Edwards.....
Mr. Egan.....
Mr. Harbo.....
Mr. Keith.....
Mr. Lester.....
Mr. Quinn.....
Mr. Schlicher.....
Mr. Smith.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

★ MAY 24 1935 ★
P. M.
RECEIVED
U. S. DEPT. OF JUSTICE
MAY 24 1935

67-9524-188
RECEIVED
MAY 24 1935
270

Memorandum,
Mr. Tolson.

2.

5-23-35.

I want steps taken immediately to see that typing tests are given to all persons who are classified as typists, or who are performing typing duties. Of course, any person desiring to take the typing test, but who is not classed as a typist, should be given that opportunity, and I assume that any person who was not rated as a stenographer but who was desirous of taking the stenographic test, was accorded that opportunity today.

Very truly yours,

John Edgar Hoover,
Director.

OFFICE OF DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

CT:ACS

April 18, 1935.

Mr. Nathan
Mr. Tolson
Mr. Eacker
Mr. S. A. L. Homan
Chief Clerk
Mr. Clegg
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Smith
Mr. Tamm
Mr. Tracy
Miss Gandy

MEMORANDUM FOR THE DIRECTOR.

For purposes of record, please
be advised that I have been commissioned as a
Lieutenant-Commander in the Naval Reserve of the
United States Navy.

Respectfully,

O
Clyde Tolson.

67-9524-187

JED:HCB

March 25, 1935.

MEMORANDUM FOR ["]MR. TOLSON["]
MR. BAUGHMAN

With reference to the memorandum which has been sent to me relative to the armored car, I want to register very strong disapproval of the careless and foggy manner in which this memorandum was prepared. In the first place, the specifications of the cars were not similar in each of the four cases. That is to say, one of the bids provides for a five-passenger car and the other three bids provide for seven-passenger cars. Furthermore, one of the bids refers to it as being f.o.b. price and the other bids refer to it as being delivered. In preparing memorandums for this office, it would seem to me to be elementary that there should be a clear presentation of the facts and it should not be all jumbled up the way this memorandum was. I wanted this information for the Attorney General, who is leaving the city, and I have not as yet been able to procure the same because of the jumbled state of the memorandum which was sent to me.

Very truly yours,

John Edgar Hoover,
Director.

2 copies

c-2

67-691-135

JEM:RCB

March 11, 1935.

0
MEMORANDUM FOR MR. TOLSON

I have been somewhat concerned about the manner in which matters which are discussed at the Executives' Conference reach the personnel in the Bureau before any decision or determination is made upon the Executives' Committee's recommendations to me. I have in mind specifically the matter concerning the opening of additional field offices. The Executives' Committee considered this matter and recommended to me that offices be opened in a number of places. I have not as yet reached a decision in this matter, but I have already received from various sources within the Bureau inquiries and requests for assignment to some of these new offices. For instance, Special Agent in Charge Waters wrote and stated that he had been advised we were opening an office at Trenton, New Jersey, and he desired to be assigned there; an Agent of the service recently in conversation with you referred to the fact that we contemplated opening an office at Milwaukee; and a trainee attending one of the present training schools has informed me that he understood an office would be opened at Atlanta and he hoped he might be able to be assigned there.

Obviously, some person or persons attending the Executives' Conference have discussed this matter with persons not in attendance at the Conference, because the information could not get out in any other way. It is true that I have referred to the fact that we intended to open some additional offices, but I have not discussed with any one the places where the offices may be opened because I have not reached any decision in the matter.

Mr. Nathan.....	I wish that you would impress upon each and every person attending the Executives' Conference that the Conference is a meeting for the discussion of problems and policies of the Bureau and that such discussions are to be treated in a confidential manner; and further, that no person attending this Conference should discuss matters taken up at the Conference with any other person in the Bureau or outside of the Bureau. It certainly ought to be possible for the officials of this Bureau to confer about matters and to have a full and free discussion of the same without having a disclosure of these discussions to Bureau personnel before the Director has reached a decision upon the matters discussed.
Mr. Tolson.....	
Mr. Backus.....	
Mr. Baughman.....	
Chief Clerk.....	
Mr. Clegg.....	
Mr. Coffey.....	
Mr. Edwards.....	
Mr. Egan.....	
Mr. Harbo.....	
Mr. Keith.....	
Mr. Lester.....	
Mr. Quinn.....	
Mr. Schilder.....	

Mr. Smith.....	Such loquacity as apparently has been indulged in by some Bureau officials may prove to be extremely embarrassing because it is entirely within the realm of possibility, and in fact probability, that efforts will be made
Mr. Tamm.....	
Mr. Tracy.....	
Miss Gandy.....	

67-9524-186

274

Mr. Tolson

- 2 -

3-11-35

by politicians to have certain persons appointed in charge of the new offices which are created or to bring pressure to bear to rent certain specific quarters, or to bring pressure to bear to have an office opened in another city in the State rather than the one which the Bureau may select. There must be an immediate cessation of general discussions of these matters by the Bureau officials outside of the Executives' Conference.

Very truly yours,

John Edgar Hoover,
Director.

2 copies
C-1

275

LET:RCE

February 22, 1935.

MEMORANDUM FOR MR. TOLSON
BY: [initials]

I desire that immediate steps be taken to improve the supervision of correspondence and memoranda submitted to my office for approval or signature.

The attached cover memorandum, dated January 11, 1935, transmits a memorandum dated February 11, 1935, relative to suggested changes in the Supervisors Manual. A copy of this Manual is attached. However, it is not properly marked to show where changes are to be made, and according to the contents of the memorandum referred to, it would be necessary for me to count lines on the various pages of the Manual in order to ascertain just where the proposed additions and changes are to be placed. I am also unable to find any initials on the file folder approving the memorandum, although it appears from a routing slip that several members of the Executive Conference - although not all - have reviewed it.

The memorandum further states that a copy of the organization chart is attached. However, I failed to find the same.

It is not a function of my office to prepare or assemble memoranda or correspondence submitted by the administrative or investigative units. Material such as the attached is but further evidence of the gross carelessness and slipshod manner of handling matters at the Seat of Government.

Very truly yours,

John Edgar Hoover,
Director.

Incl.
(Att. to Mr. Tolson's copy)

2 copies

C-1

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Baughman
Chief Clerk
Mr. Coffey
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

67-9524-185
FEB 25 1935
[initials] 276

34-1-103

February 15, 1935.

MEMORANDUM FOR MR. TOLSON
MR. Clegg

I am particularly disturbed over the supervision and handling of the investigative work of this Bureau at Washington headquarters. This morning there came to my desk for approval a letter drafted for the Attorney General's signature, addressed to the Secretary of Commerce, transmitting copies of Special Agent Loeb's reports on irregularities in the Steamboat Inspection Service of the Department of Commerce. My attention was called to the fact that in these reports there appears a statement that Mr. Loeb has been verbally reporting the developments in this matter to the Assistant Director of the Steamboat Inspection Service, Mr. D. H. Hoover. When this investigation was ordered, I specifically directed that very great care and attention be given to it because of the fact that Mr. D. H. Hoover is my brother, and I did not want any action taken by this Bureau during the course of the investigation which could be in any way construed by persons so inclined to criticize me for the manner in which the investigation would be handled so far as fairness and thoroughness were concerned. I did not have the time to personally supervise this investigation, and I did not know of the developments in the case or what action had been taken until the papers came to me this morning. I was shocked to learn that Special Agent Loeb has been reporting verbally all developments in this matter to my brother, the Assistant Director of the Steamboat Inspection Service. Charges have been made, as I understand it, indicating extreme irregularities upon the part of employees of the Steamboat Inspection Service, and we should have proceeded with the investigation thoroughly and vigorously and submitted our reports direct to the Secretary of Commerce, who had requested the investigation to be made. Under no circumstances should any verbal reports have been made to any official of the Steamboat Inspection Service, and more particularly in this matter certainly no reports should have been made in this case in view of the relationship existing.

Mr. Nathan.....
Mr. Tolson.....
Mr. Clegg.....
Mr. Baughman.....
Chief Clerk.....
Mr. Coffey.....
Mr. Edwards.....
Mr. Egan.....
Mr. Harbo.....
Mr. Keith.....
Mr. Lester.....
Mr. Quinn.....
Mr. Schilder.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

In no case do I believe that any Agent of this Bureau should verbally report to an official of some other Government Department or agency the developments of an investigation when we are requested to make an investigation, we should proceed with it and submit written reports upon the same, transmitting them in the proper manner to that Department or agency. It is my knowledge, for Agents of this Bureau to report verbally their progress in investigations to other Governmental agencies interested, and I have never approved of the same, and I want this policy to be immediately enforced.

RECEIVED
FEB 16 1935
U. S. DEPARTMENT OF JUSTICE

67-9524-184

FEB 15 1935

277

Mr. Tolson - Mr. Tamm

- 2 -

2-15-35

In the beginning of my memorandum, I stated that I was somewhat concerned over the supervision of investigative work at the Washington headquarters of the Bureau, because just yesterday in the memorandum which I addressed to you, I called attention to the fact that Special Agent Loebl of the Washington Field Office had contacted the Department relative to the investigation of Charles Harris, the man under death sentence in the District of Columbia. Obviously, very little supervision or instruction is being given to these important cases, and I personally have not the time to supervise each important special investigation; yet, in these two cases, which involve so much and in which a false step by this Bureau may result in public criticism and condemnation of the Bureau, actions have been taken without any attention being given to them by the supervising officials at the Washington headquarters. If we need more supervisors, please let me know, but my personal opinion is that it is not the number of supervisors which we need - it is the quality and the proper direction of the same.

Two other instances within very recent weeks have given me great concern. One is the approval by Washington headquarters of the transmission of the money and jewels in the Barker case from Jacksonville, Florida to St. Paul, Minnesota, and the other is the handling of the transportation of Volney Davis from Kansas City to Chicago. The latter resulted in very strong public condemnation in editorials and articles, of this Bureau, and in both of these instances very bad judgment was exercised, not only in the field, but at Washington headquarters, and the same bad judgment has been exercised in connection with the Harris case and with the Steamboat Inspection case.

We must give very careful consideration to these matters and endeavor to exercise proper judgment so that actions taken will not be the basis upon which critics of the Bureau can resort to for harmful criticism of our work and procedure.

Very truly yours,

John Edgar Hoover,
Director.

3 copies

C-1

278

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

January 4, 1935.

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy

Mr. J. Edgar Hoover,
Director,
Division of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Hoover:-

Replying to your letter dated December 31,
1934, concerning retirement regulations, please be
advised that I desire my mother, Mrs. Joaquin W.
Tolson, 524 - 12th Street, S. E., Cedar Rapids, Iowa,
to be named as my beneficiary in connection with
the retirement fund.

Respectfully,

Clyde Tolson
Clyde Tolson.

replied 7/8

*Removed from file
Alphabetical file
3-12-58*

*file
copy*

RECORDED

JAN 8 1935

66-23446-373

JAN 7 1935

279

Division of Investigation

U. S. Department of Justice

1-30-35

Director,
Division of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Sir:

I am in favor of the adoption of the plan suggested by you for the establishment of a fund to be paid to the widow or designated beneficiary of any Special Agent of the Division of Investigation, United States Department of Justice, who may lose his life by violence in line of official duty, and am forwarding herewith (CHECK - MONEY ORDER - DRAFT) in the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Division, to be included in said fund. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Division will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping, and expending of said fund, which committee will recommend appropriate action to the Director of the Division in pertinent matters. The Chief Clerk of said Division shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. In the event of a finding that the death was by violence in line of official duty, appropriate instructions will be issued to the Chief Clerk, directing him to pay to the designated beneficiary the full amount of said fund as of the date of death.

It is further understood that I will contribute the sum of ten dollars (\$10.00) from time to time, as the need for such a fund may arise.

RECORDED

FEB 6 - 1935

67-9574-18

The following person is hereby designated as my beneficiary:

Name Mrs. Jeannine M. Tolson Address 524 Twelfth Street SE
Cedar Rapids, Iowa
Relationship mother

Very truly yours,

Clyde A. Tolson

280

November 30, 1934

Your Admiral Joseph E. Dufrees,
Commanding and Superintendent Naval Gun Factory,
Navy Yard and Station,
Washington, D. C.

Your Admiral Dufrees:

With reference to the application of Mr. James A. Tolson of this Division for a commission in the United States Naval Reserves, you are advised that the official records of the Division of Investigation of the Department of Justice, maintained in my custody, establish that Mr. Tolson is an American citizen, having been born at Grundy County, Missouri, on May 22, 1900.

Very truly yours,

W. H. Glavin,
Chief Clerk.

RECORDED

67-9524-182

1 copy

7

CT:ACS

November 21, 1934.

Rear Admiral Joseph R. Daffres,
Commandant, Navy Yard and Station,
Washington, D. C.

My dear Admiral:-

It gives me pleasure to endorse the application
of Mr. Clyde A. Tolson, Assistant Director, Division of
Investigation of the Department of Justice, for appoint-
ment in the Reserve Corps of the United States Navy. I
feel confident that Mr. Tolson is well qualified to receive
such a commission.

Sincerely yours,

WILLIAM STANLEY,
The Assistant to the Attorney General.

1 copy

Wm Stanley
11-22-34

RECORDED

67-9524-181

NOV 22 1934

U. S. DEPT. OF JUSTICE

288

CT:ACS

November 20, 1934.

Rear Admiral Joseph R. Defrees,
Commandant, Navy Yard and Station,
Washington, D. C.

My dear Admiral Defrees:-

I am advised that Mr. Clyde A. Tolson, Assistant
Director of this Division, is being considered for ap-
pointment in the Naval Reserve Service.

Please be informed that the services of Mr. Tolson
can be spared in time of war.

Sincerely yours,

John Edgar Hoover,
Director.

1 copy

RECORDED

67-9524-180

NOV 21 1934

U.S. DEPARTMENT OF JUSTICE

283

OTBACS

November 20, 1934.

Rear Admiral Joseph R. Defrees,
Commandant, Navy Yard and Station,
Washington, D. C.

My dear Admiral Defrees:-

I desire to endorse the application of Mr. Clyde A.
Tolson, Assistant Director of this Division, for appointment to the Naval Reserve Service. Mr. Tolson has been in this service since April, 1928, and I consider him fully qualified for commission in the Reserve Corps of the United States Navy.

Sincerely yours,

John Edgar Hoover,
Director.

1 copy

RECORDED

67-9524-179

NOV 21 1934

U. S. DEPARTMENT OF JUSTICE

4

284

534:818

November 3, 1934.

MEMORANDUM FOR MR. TOLSON
MR. EDWARDS

In regard to the attached memorandum of Mr. Edwards dated November 2, 1934, concerning the Student Fingerprint Classifiers, I want to make the comment that when I entered the room in which these employees were receiving training, or at least supposed to be receiving training, all of them seemed to be engaged in the act of relaxation. This included the instructor, whose identity I did not know at the time, but who, I later ascertained, was Mr. Hance. After I entered the room there was a gradual recovery of an air of industry, but even then a number of the Student Fingerprint Classifiers were nonchalantly relaxing, puffing on pipes. In the first place, it is my understanding that smoking is not allowed on the seventh floor, and while I cannot state definitely what the pipe which I saw in the mouth of one of these employees was lighted, yet if it was not lighted, I see no reason why the employee should have the same in his mouth. The pipe-smoking habit is bad enough when it is lighted, but I do not believe we should condone the practice of having the employees smoking on these pipes when the pipes are not lighted. The whole appearance was most disgraceful and reflected no credit on the efficiency or industry of the Identification Unit. I was very much embarrassed in endeavoring to explain to our guests yesterday the reason for the general air of relaxation, and certainly I could have been far more embarrassed had I been accompanied by the Attorney General or by the Assistant to the Attorney General.

I want to have it definitely understood in no unmistakable manner that conditions of this type are not to exist in any portion or part of the Division.

Very truly yours,

John Edgar Hoover,
Director.

Incl.
(attached to Mr. Tolson's memo)

2 copies

C-2

67-41916-112

11/28/34

JEN:RCH

November 8, 1934.

MEMORANDUM FOR MR. TOLSON
MR. KNIGHT

I am particularly concerned over what I consider to be a general let-down in the discipline which should be maintained in the handling of the new trainees. The training school which concludes its course of instruction on the 17th of this month has caused us more trouble and concern than any previous training school. It was necessary to dismiss one of the trainees and to place two others upon probation because of tardiness in reporting for training. One of the two placed upon probation was late subsequent to the previous two cases, and should certainly have learned a lesson therefrom. I fear that the Inspector in charge of the training school is not instilling the proper discipline into the trainees. I have gathered the impression from observations made by other Division officials that there is entirely too much of the so-called "rah-rah" spirit in the training school, with not sufficient emphasis being placed upon the serious business at hand and upon the necessity for strict discipline upon the part of all employees of the Division at all times. I would like to have this matter taken care of at once. The classes which we have for training are not to be considered as college classes, nor is there to be any so-called "rah-rah" spirit tolerated or created in instructions. I personally do not believe that these trainees would have ever dared report late for classes had they had the proper principles of discipline instilled in them when they entered the training course. I think it is imperative, with the growing size of our Division, that strict discipline be maintained and that the new men particularly realize that we mean business, and that this is not a so-called college with the accoutrements that generally go with college spirit.

Very truly yours,

John Edgar Hoover,
Director.

2 copies

C-2

66-118-238

286

01
COPY

JAN:HCB

October 29, 1934.

MEMORANDUM FOR MR. TOLSON

My patience is about reaching the limit in connection with the telephone situation as it affects the Division. I do not know what progress has as yet been made by you with the telephone company, but I would like to have some action taken to insure the installation of the three-board system so that we may have the proper service. I have also indicated that I wanted steps to be taken to insure competent telephone operators on the board, and there is nothing more important or pressing at the present time than this, and yet I do not believe any real progress has been made toward actually securing the services of competent operators. Last evening I had occasion to call the office between 9:00 and 10:00. No one was on duty except the telephone operator, Mr. Snyder. Mr. Kleinkauf had left for the evening, and the man to relieve him was not due to arrive for an hour or two. I got in touch with Mr. Listerman, however, the supervisor on duty, and as I was desirous of reaching Mr. Whitley at New York, I had Mr. Listerman get in touch with Mr. Whitley and ask Mr. Whitley to call me at my home. Mr. Whitley not having my home telephone number, the same was furnished by the telephone operator on our board. When Mr. Kleinkauf was on duty last week, persons calling me at National 7117 were routed through to my home without the disclosure of my home telephone number. While I did not object to Mr. Whitley being furnished with that number, it seems to me that no one should be furnished that number without special authorization from me. The Whitley call could have been handled through National 7117, had the telephone operator been informed how to handle same. I do not place the responsibility on Mr. Snyder, because I do not think he has had the experience and training in this work, but yet he was assigned to be left alone on the board for some hours.

As I have indicated, I consider the matter of telephone service to be of the utmost importance in this Division, and I do not think proper attention is being given to seeing that it is established upon an efficient basis. I want to have a three-board station installed at once; I want to have competent operators placed on the board at once; and I do not want the man assigned to my office at night and on Sundays and holidays to leave until his relief man has arrived, as happened last night when Mr. Kleinkauf left without any one here to take his place.

Very truly yours,

John Edgar Hoover,
Director.

RECORDED

1 copy

67-9524-178

NOV
DEPARTMENT OF JUSTICE

287

(COPY) aek - 1

JEH:HCB

September 15, 1934

MEMORANDUM FOR MR. TOLSON
MR. TAMM

I would like to know why an Interesting Case has not been prepared upon the Leavenworth, Kansas penitentiary escape. A few days ago when I had occasion to call for this Interesting Case, I was advised that none had been prepared. Obviously this is one of the outstanding cases, and has many particularly interesting angles. I think that you should immediately have a check made of the Interesting Cases and make certain that we have prepared and have readily available material upon all Interesting Cases.

Very truly yours,

John Edgar Hoover,
Director.

67-15585-108

288

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

September 12, 1934.

EPC:ON

MEMORANDUM FOR MR. TOLSON.

In connection with the Director's memorandum of September 7, 1934, regarding Mr. Cowley's lack of knowledge of the identification effected between the markings on the machine gun bolt found in a lagoon in Chicago and the Plaza and Lazia killings, you are advised the information concerning the identification was conveyed immediately to Mr. Edwards after it had been thoroughly verified on August 22nd. Mr. Edwards phoned the information to Mr. Tamm and I supplemented it with a memorandum on that date. Under date of August 28th the laboratory report was written and copies furnished the Chicago Office.

The examination in connection with this identification was very involved and extended over a long period of time. The gun was first received here on August 9th. Mr. Appel spent several hours a day on the case continuously for over two weeks. A large number of photographs were prepared with the assistance of Mr. Houser in Mr. Renneberger's Section. It was necessary to prepare most of these photographs at night to eliminate vibration. During the course of the examination Mr. Merle Gill of Kansas City arrived in the city with the original specimens of the Plaza murder and it was necessary to start all over again and make the examinations with the actual specimens. Due to the tremendous importance of the case every effort was made to check and verify the detail. It was not possible for Mr. Appel to devote his entire day on these examinations at this time for two reasons; one, the eye strain which results from prolonged examination through the microscopes, and secondly, the pressure of other current work which was delinquent.

As a result of the large amount of work involved of a ballistic nature it was recommended at the time that Mr. Wiard be brought to the Laboratory. Since his assignment here it is believed this situation is relieved.

RECORDED

Respectfully,

SEP 20 1934

E. P. Coffey

For some time the Laboratory has been far behind in its work. I have noted little overtime performed by its personnel. I fear it is becoming too "scientific". More effort & less caution in work, he helped.

67-9524-171	
DIVISION OF INVESTIGATION	
SEP 14 1934	
U. S. DEPT. OF JUSTICE	
TOLSON	EDWARDS
LAB.	TAMM

J. E. N.

284

CT:ACS

September 10, 1934.

MEMORANDUM FOR MR. DEAN

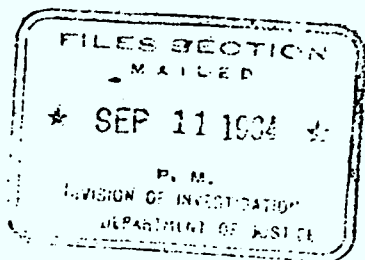
QUEST
REMOVED
TALL
TOLSON

I want to again call to your attention in connection with the examining and interviewing of applicants the necessity for you to personally receive the test papers used by an applicant at the conclusion of the examination together with the questions submitted by the applicant.

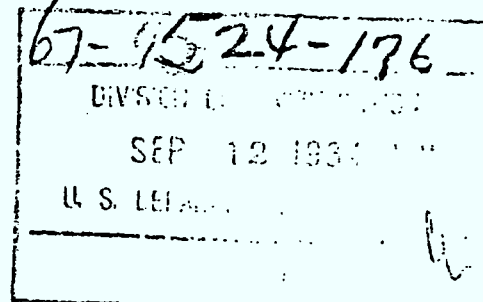
In one instance recently, an accounting re-examination was not turned in to the interviewing officer and as a result it has been necessary to prepare another re-examination for use in examining Special Agent (A) applicants who take a second test. Furthermore, in receiving papers containing test questions from an applicant, you should check the material returned to see that all of the questions are intact. Under no circumstances should an Agent or clerical employee be utilized in connection with the actual tests afforded to applicants or the receipt of tests from them.

Very truly yours,

John Edgar Hoover,
Director.



RECORDED



JEB:KCB

September 7, 1934.

MEMORANDUM FOR MR. TOLSON
MR. TOLSON

While in Chicago last week, I learned that Mr. Cowley had not been advised of the identification made in connection with the machine gun recently found in Lake Michigan, and which our Crime Laboratory found to have been the same gun used in the Kansas City massacre. Obviously, there is something wrong with the system at headquarters when the results of such an examination by our Crime Laboratory are not forwarded to the interested office or offices. Will you please check into this matter and ascertain how this oversight occurred, and take steps to insure that in the future such field offices conducting the investigation are advised of the results of the examinations by our Crime Laboratory.

Very truly yours,

John Edgar Hoover,
Director.

Copies made:
2 yellows
2 ticklers

67-15585-106

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

CT:ACS

September 5, 1934.

MEMORANDUM FOR THE DIRECTOR.

With regard to your memorandum dated September 1st, please be advised that I have talked with Mr. Quinn concerning his failure to properly handle the matter of having copies of your Milwaukee address available for delivery to press representatives at the time the speech was made. The fault in this matter clearly lies with Mr. Quinn and in part with Mr. Lester, who should have given the matter more prompt attention. I have issued specific instructions concerning the handling of such matters in the future.

With regard to the press release concerning the seven persons charged in Chicago with harboring John Dillinger, there is no excuse for the failure of Mr. Quinn to have a sufficient number of copies of this release available early on the morning of your return from Chicago. Mr. Quinn states he showed the memorandum concerning this matter to Mr. Tamm, who also apparently did not see the necessity for handling the matter in any other way. I have also issued instructions in this situation with a view to impressing upon the minds of officials at the Seat of Government the necessity for more prompt action in matters of this kind and also have prepared the attached memorandum dealing with this subject.

Respectfully,

Clyde Tolson
Clyde Tolson.

Enclosure.

SEP - 6 1934

RECORDED

67-9524-175

SEP 6 1934

FILE

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Chief Clerk
Mr. Coffey
Mr. Connelley
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Tamm

292

CT:ACS

September 5, 1934.

MEMORANDUM FOR MR. TOLSON

~~WHEAT~~
~~SMITH~~
~~WATSON~~

I want to again call to your attention the necessity for more prompt action in the matter of preparing material dealing with cases handled by the Division for press purposes. With regard to outstanding fugitives being sought by the Division and other important cases, it is imperative that a memorandum be available at all times listing in accurate and concise form the developments in the case so that upon the apprehension of such fugitives or the conclusion of such a case it will be possible to have available for immediate use complete information as to the background of the particular matter. The necessary photographs and criminal records in such cases should be available at all times so that there may be no delay in the issuance of appropriate press releases in Division cases.

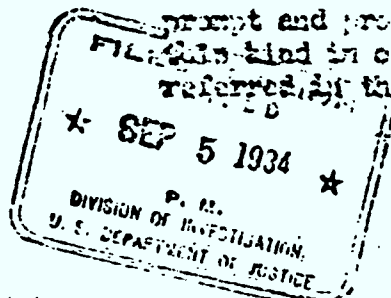
Recently, two situations occurred with regard to making information available for press purposes. The first dealt with the address which I delivered before the American Bar Association at Milwaukee. Despite the fact that a copy of the address was made available to officials at the Seat of Government several days before the address was delivered, copies of the speech were not ready for press purposes when the speech was delivered.

The other incident involved the preparation of a press release following advice received from Mr. Cooley at Chicago as to the substance of such release. Several hours had elapsed between the receipt of this advice and the need for the press release in proper form and yet sufficient copies of the release were not available for members of the press. However, the matter was not appropriately handled at Washington and it was necessary for me upon my return to Washington to wait some time before the material could be released to the press, during which time it was difficult to hold up the release of similar information at Chicago.

It is rather difficult to issue specific instructions in this matter which will cover all situations but I trust that hereafter prompt and proper action will be taken in connection with all material of this kind in order to avoid situations such as those to which I have referred in this communication.

Very truly yours,

John Edgar Hoover, DEPARTMENT OF JUSTICE
Director.



14h
X

RECEIVED

September 1, 1934.

MEMORANDUM FOR MR. TOLSON

I would like to have you take up immediately the following two matters, which I consider to have been most improperly handled:

- (1) Why the address which I delivered at Milwaukee had not been mimeographed by noon Thursday. On Tuesday before I left, I received several requests from your office for a copy of the speech, in order that it might be mimeographed, and a copy was furnished, I believe, at noon Tuesday. When I phoned Washington about noon Thursday, Milwaukee time, I was advised that the speech had not been mimeographed and apparently no one at Washington seemed to know the status of it, or knew that it was to be mimeographed for release.
- (2) Yesterday in Chicago I directed that Louis Piquett be arrested, and that complaints be filed immediately against the seven persons being held by us in Chicago, charging them with harboring a fugitive. I directed Mr. Cowley to phone or wire Washington the press release which he desired to have issued on Saturday morning relative to this matter. Upon my arrival at Washington this morning, I immediately called Mr. Cowley and he told me that he had phoned in last night about ten o'clock the press release which he thought would be appropriate. Upon making inquiry here at the office I found that it had been received; that no formal press release had been prepared; and the only steps taken were to record the message and transcribe it in two copies for my information, and it was not in the form for a press release. Consequently, we had to hold up the release of this information at Chicago for over an hour and a half, until the press release could be prepared. Instead of being released at nine o'clock, as it should have been, it was not released until 10:30 a.m. I have previously complained about the improper preparation of material for press releases, but with very little improvement manifesting itself.

The two above instances would seem to indicate that there is practically no system or arrangement for the proper handling of such matters at Washington. I wish, that you would work out some sort of a plan and submit the same to me for approval immediately.

Very truly yours,

RECORDED

John Edgar Hoover,
Director.

67-7524-173

FILE

294

JEE:HCB

August 23, 1934.

MEMORANDUM FOR MR. TOLSON

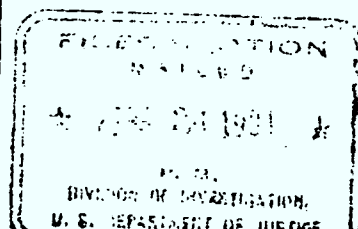
For the last several weeks I have had occasion to send to you written memorandums attached to files and papers, requesting either that you see me about the attached documents or that certain action be taken thereon. You have advised me from time to time that you have not received any such memorandums or notes from me, and consequently, the matters which I desired to have taken care of have not been taken care of in the manner that I wished.

This morning there came to my office a telegram from a Mrs. Bankston, who has been appointed as a clerk in this Division. I routed the telegram through to your office, and I placed upon the personnel file of Mrs. Bankston a "See Me" slip. Later in the morning the telegram and file came back to my office with an outgoing telegram attached to it, and there was no "See Me" slip attached to the file, as I had previously placed on it for you. There was a note on the file that it should be returned to you, and I am informed that it was intended that when the file was returned to you, the "See Me" slip would again be placed on the file. I fear that this is the way in which the various notes and memorandums which I have sent to you during the past several weeks have been lost or gone astray in some manner. I have a very distinct recollection of at least three instances in which I sent hand-written memorandums to you, directing that certain action be taken, and no action was taken of that character because of the fact that you stated you had not received the memorandum or the notation which I had made. I wish that you would arrange some system whereby memorandums which are sent to you from my office, attached to papers or files, are not detached by any one until after you have taken the matter up with me or acted in accordance with the written instructions which I have issued.

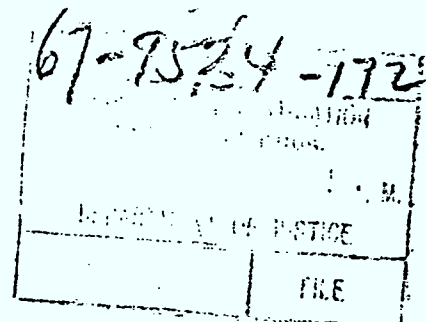
Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan.....
Mr. Tolson.....
Mr. Clegg.....
Mr. Baughman.....
Chief Clerk.....
Mr. Coffey.....
Mr. Cowley.....
Mr. Edwards.....
Mr. Egan.....
Mr. Harbo.....
Mr. Keith.....
Mr. Lester.....
Mr. Quinn.....
Mr. Schilder.....
Mr. Tamm.....



RECORDED



295

JEM:KCA

August 21, 1934.

Mr. Clyde Tolson,
Division of Investigation,
U. S. Department of Justice.

Dear Mr. Tolson:

It is with pleasure that I am inclosing herewith the letter of the Acting Attorney General, advising you of your promotion from \$7000 per annum to \$7500 per annum, in Grade Caf-14, effective August 16, 1934.

Sincerely yours,

John Edgar Hoover,
Director.

Incl.

Mr. Nathan	✓
Mr. Tolson	
Mr. Clegg	
Mr. Baughman	
Chief Clerk	
Mr. Coffey	
Mr. Cowley	
Mr. Egan	
Mr. Foxworth	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Hendon	
Mr. Quinn	
Mr. Tamm	
.....	

WML

RECORDED

67-9524-171 X

296

CEA:ed

August 14, 1954.

Mr. Clyde Tolson,
Division of Investigation,
Department of Justice.

Dear Sir:

Your salary as Assistant Director, Division of Investigation, is hereby increased from \$7500 per annum to \$7800 per annum in grade GS-14, effective August 15, 1954, and payable from the appropriation for Salaries and Expenses, Division of Investigation, DILL.

Respectfully,

(Signed) William Stanley

Acting Attorney General.

RECORDED

67-9524-171	
SEARCHED	INDEXED
SERIALIZED	FILED
AUG 15 1954	
FBI - NEW YORK	

297

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation
U. S. Department of Justice
Washington, D. C.

August 22, 1934

Mr. J. Edgar Hoover,
Division of Investigation,
U. S. Department of Justice,
Washington, D. C.

Mr. Nathan	
Mr. Tolson	
Mr. Clegg	
Mr. Glavin	
Chief Clerk	
Mr. Coffey	
Mr. Cowley	
Mr. Edwards	
Mr. Egan	
Mr. Harbo	
Mr. Keith	
Mr. Lester	
Mr. Quinn	
Mr. Schilder	
Mr. Tamm	

Dear Mr. Hoover:-

I desire to acknowledge with thanks your
letter of August 21st advising me of my promotion. I
want you to know that your action in this matter is
appreciated and I am most grateful to you.

Respectfully,

Clyde Tolson
Clyde Tolson.

RECORDED

AUG 25 1934

67-9524-170

AUG 23 1934

DIRECTOR
TOLSON

See
file
4-23-34

298

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

August 16, 1934

Mr. Tolson	
Mr. Nathan	
Mr. Clegg	
Mr. Cowley	
Mr. Baughman	
Mr. Edwards	
Mr. Glavin	✓
Mr. Lamm	
Mr. Lester	
Mr. Harbo	
Mr. Keith	
Mr. Henneberger	
Files	

MEMORANDUM FOR MR. TOLSON.

It is suggested that in the event that the office preferences of employees are not considered necessary, that they be eliminated from the personnel books of Messrs. Tolson and Nathan.

Respectfully,

W. R. Glavin
W. R. Glavin.

approved
8/16 ✓

RECORDED

67-9524-169

AUG 21 1934

AUG 21

MAILED

20

294

August 6, 1934

MEMORANDUM FOR MR. SORNBORGER, APPOINTMENT CLERK

It is requested that letters be prepared transferring the following employees of the Division of Investigation, as indicated, payable from the appropriation for "Salaries and Expenses, Division of Investigation", FIELD, effective August 16, 1934:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Mr. S. P. Cowley	Special Agent, Caf 13, \$5600 per annum	Special Agent, Caf 13, \$6000 per annum
Mr. E. A. Tamm	Special Agent, Caf 13, \$5800 per annum	Special Agent, Caf 13, \$6000 per annum
Mr. T. D. Quinn	Inspector, Caf 13, \$5800 per annum	Inspector, Caf 13, \$6200 per annum
Mr. H. H. Clegg	Inspector, Caf 14, \$6500 per annum	Inspector, Caf 14, \$7000 per annum
// <u>Mr. Clyde Tolson</u> //	Assistant Director, Caf 14, \$7000 per annum	Assistant Director, Caf 14, \$7500 per annum

Very truly yours,

John Edgar Hoover,
Director.

Approved:

The Assistant to the Attorney General.

CC: Mr. Sornborger
General Agent
Fiscal Control
Miss Waddle

67-11936-117

JEM:HCE

July 28, 1934.

MEMORANDUM FOR MR. TOLSON

With regard to the attached file and correspondence upon applicant R. G. Hill, I am astounded at the lack of supervision in the handling of letters of this kind in the Stenographic Pool. Obviously, there has been no effort made by your office to properly check the handling of this work. In the first place, incoming letters - when copies have to be made of them - should be copied the day of receipt. Furthermore, if the Stenographic Pool has not sufficient stenographers, we should employ additional stenographers, or if any are on leave, the leave should be cancelled. I note it is stated by Miss White that the work has been from five to six days delinquent. I have not refused to recommend the appointment of any stenographers, and certainly in copy work there are available typists in the Division who can be put upon that, or at least there are typists who could be employed for such work. Manifestly, there is something radically wrong in the supervision of this section under your direction. I do not think that the responsibility lies entirely with the Stenographic Pool, as the memorandum would indicate, because there should be some supervision of the Pool by your office in addition to that of Miss White. If Miss White does not have the personnel to handle the work within the time that it should be handled, she cannot be blamed for the delinquency in that section. R.G.

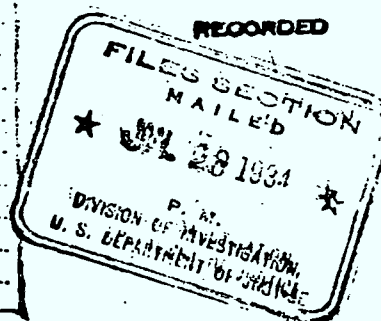
Will you also prepare a letter to Colonel Screws, as I previously indicated a few days ago, but which has not as yet been prepared, advising Colonel Screws of the status of the case of Mr. Hill. He should be told that in the first place, the man is beyond the age limit, and in the second place that he failed to pass the examination. I would like to have the letter particularly cordial because Colonel Screws is a personal friend of mine.

Very truly yours,

John Edgar Hoover,
Director.

Incl.

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Egan
Chief Clerk
Mr. Coffey
Mr. Glavin
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Tamm



67-9524-118

BUREAU OF INVESTIGATION Personal Files.	
JUL 28 4 P. M.	
DEPARTMENT OF JUSTICE	
	FILE

July 25, 1934.

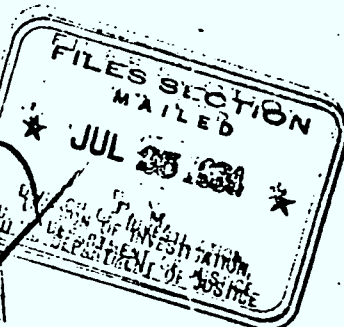
MEMORANDUM FOR MR. TOLSON

I would like to have you take steps, because I believe it is a matter that properly falls under your supervision, to see that a better arrangement is effected in the handling of the work in the Director's office after closing hours. On Sunday, you will recall, you communicated with the office to inquire whether any important telegrams had been received during the course of the afternoon, and were advised that there were none. As a matter of fact, the telegram from Chicago advising of the arrangements made for the capturing of John Dillinger, had been received in the early afternoon, and this should have been read to you by the clerk who was on at night. I believe that the clerks should have impressed upon them the value and necessity of bringing such matters to the attention of the proper officials of the Division, particularly when inquiry is made by representatives of the Director.

Also, I think that some steps should be taken to see that the arrangements such as developed on last Sunday evening are not repeated in the case of another emergency. There was absolutely no privacy in the outer office where the telephone calls were being received and where the machine is in operation to record the same. The hall door was kept open, and persons not connected with the Division were allowed free access to the outer office. I believe that that door should be kept closed at all times into the hallway and that any persons calling should enter the office through the regular reception room. I realize that possibly the door has been kept open because of the ringing of telephones, but there should be stationed some clerk in that office to receive calls so as not to necessitate the keeping open of the hall door. The conditions existing on Sunday night during the heavy pressure of work were particularly disorderly and did not tend to efficient and smooth running of the office. This matter is under your supervision, and I therefore believe that immediate steps should be taken by you to see that a more efficient and effective arrangement is adopted.

Mr. Nathan
 Mr. Tolson
 Mr. Clegg
 Mr. Baughman
 Chief Clerk
 Mr. Coffey
 Mr. Cowley
 Mr. Edwards
 Mr. Egan
 Mr. Harbo
 Mr. Keith
 Mr. Lester
 Mr. Quinn
 Mr. Tamm

Very truly yours,

John Edgar Hoover,
Director.

67-9524-167-

RECORDED

JUL 28 1934

FILE

JEL:HCB

July 25, 1934.

MEMORANDUM FOR MR. TOLSON

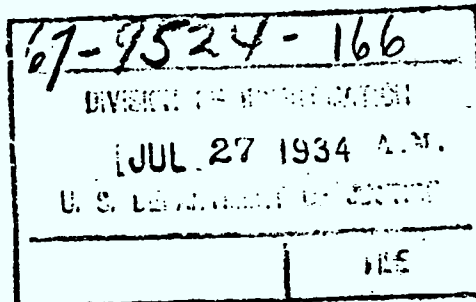
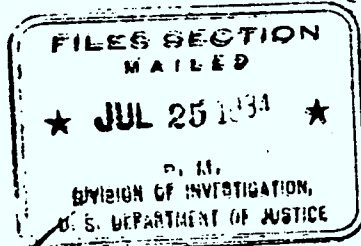
I would like to indicate my extreme displeasure at the manner in which the letters to the Police Chiefs who are members of the International Association of Chiefs of Police, extending an invitation to visit this Division, were handled. I have noted that a number of these letters were addressed to Police Chiefs to whom it should have been obvious to any one familiar with Division relations, that it was undesirable to address such communications to these persons. Obviously, the handling of our mailing list in matters of this kind, as well as in other matters, should be completely renovated and a more intelligent supervision of the same should be adopted. In connection with this matter, a few days ago I requested that copies of some of our releases be sent to the officers of the International Association for Identification, and a letter was prepared for my signature, transmitting some of these releases to Mr. Renoe, who happens to be an employee of this Division. The letter obviously was drafted because Mr. Renoe is a past President of the afore-mentioned Association. Whoever handled this matter handled it in a purely routine and mechanical manner, and I think that you should take steps immediately to thoroughly reorganize and see that proper attention is given to matters of this kind. If it is a question of personnel being changed, that is your responsibility, but obviously, the arrangement that exists at the present time is hopelessly inefficient.

Please give this matter your immediate attention, as it is assigned to you for supervision in the Division.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Lester
Mr. Quinn
Mr. Tamm



303

J.EH:NCB

July 19, 1934.

Mr. C. Tolson,
Division of Investigation,
U. S. Department of Justice.

Dear Mr. Tolson:

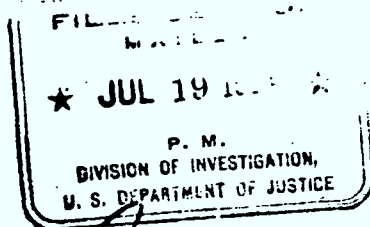
It is with pleasure that I am inclosing
herewith the letter of the Assistant to the
Attorney General, advising you of your promo-
tion from \$6500 per annum to \$7000 per annum,
in Grade Caf-14, effective July 16, 1934.

Sincerely yours,

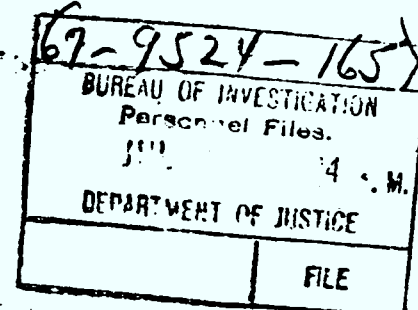
J. Edgar Hoover
John Edgar Hoover,
Director.

J. Edgar Hoover

Incl.



Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Baughman
Chief Clerk
Mr. Coffey
Mr. Cowley
Mr. Edwards
Mr. Egan
Mr. Harbo
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Tamm



304

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20530

July 11, 1934.

To Mr. C. Tolson,
Division of Investigation,
Department of Justice.

Sir:

You are hereby transferred from one position to another in the
Division of Investigation as indicated below:

<u>FROM</u>	<u>TO</u>
Position Assistant Director,	Position Assistant Director
Grade Caf-14	Grade Caf-14
Salary \$6500 per annum	Salary \$7000 per annum
Appropriation "Salaries and Expenses, Division of Investigation", FIELD	Appropriation "Salaries and Expenses, Division of Investigation", FIELD Effective July 16, 1934.
	To succeed

You should execute the required oath of office.

Respectfully,

By the Attorney General:

(Signed) William Stanley
to the
Assistant Attorney General.

Attorney General.

RECORDED

67-9524-755

BUREAU OF INVESTIGATION
Processing Files.

DEPARTMENT OF JUSTICE

FILE

JOHN EDGAR HOOVER
DIRECTOR

Division of Investigation

U. S. Department of Justice

Washington, D. C.

CT:CSH

July 11, 1934

Mr. Nathan.....
Mr. Tolson.....
Mr. Clegg.....
Mr. Cowley.....
Mr. Edwards.....
Mr. Egan.....
Mr. Quinn.....
Mr. Lester.....
Chief Clerk.....
Mr. Tamm.....

MEMORANDUM FOR THE DIRECTOR

In conformity with the requirements of the Manual of Rules and Regulations, the following information is submitted:

- (a) Marital status - single
- (b) Organizations with which connected - International Association of Chiefs of Police; Sigma Nu Fraternity; Phi Delta Phi Legal Fraternity; Masonic Order; University Club; Columbia Country Club; First Lieutenant, Military Intelligence Service, Officers Reserve Corps, U. S. Army.
- (c) Legal residence - Cedar Rapids, Iowa
- (d) Education - A.B. degree, George Washington University, 1925
L.L.B. degree, George Washington University, 1927
Member of District of Columbia Bar
- (e) Person to be notified in emergency - Hillory A. Tolson,
1332 Farragut St., N.W.,
Washington, D. C.
- (f) None

Respectfully,

Clyde Tolson
Clyde Tolson.

67-9534-164X
DIVISION OF INVESTIGATION
JUL 23 1934 P.M.
U. S. DEPARTMENT OF JUSTICE
FILE

304

June 21, 1934

MEMORANDUM FOR MR. SORNBORGER, APPOINTMENT CLERK

It is requested that letters be prepared transferring the following employees of the Division of Investigation, as indicated, payable from the appropriation for "Salaries and Expenses, Division of Investigation", FIELD, effective July 1, 1934:

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Mr. C. Tolson ⁶	Assistant Director, Caf 14, \$6500 per annum	Assistant Director, Caf 14, \$7000 per annum
Mr. J. S. Egan ✓	Inspector, Caf 14, \$6500 per annum	Inspector, Caf 14, \$7000 per annum
Mr. T. D. Quinn ✓	Inspector, Caf 13, \$5600 per annum	Inspector, Caf 13, \$5800 per annum
Mr. W. H. D. Lester ✓	Special Agent, Caf 11, \$3800 per annum	Special Agent, Caf 11, \$4000 per annum

Very truly yours,

Director.

Approved:

RECORDED

The Assistant to the Attorney General.

CC: Mr. Sornborger
General Agent
Fiscal Control
Miss Waddle

67-9524-144

SEARCHED	INDEXED
SERIALIZED	FILED

Sent by mail
6-21-34
✓

432

5-18- 1934.

[illegible]

308

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. DJH-F

May 17, 1934.

MEMORANDUM FOR ALL OFFICIALS AND EMPLOYEES

Agreeably with the order of the Attorney General, dated May 9, 1934, concerning the Departmental Personnel Board, the organization of this Board hereafter will be:

C. E. Stewart, Chairman
Brien McMahon
Clyde Tolson
Daniel J. Heffernan
Howard Boyd, Secretary

William Stanley
The Assistant to the Attorney General.

RECORDED

MAY 23 1934

67-9524-163	
DIVISION OF INVESTIGATION	
MAY 21 1934 P.M.	
U. S. DEPARTMENT OF JUSTICE	
EDWARDS	FILE

U. S. DEPT. OF JUSTICE
JULY 11 1934
TOLSON

WRC:FLA

May 21, 1934.

Special Agent in Charge,
Division of Investigation,
U. S. Department of Justice,

ATTENTION: Mr. Tolson

Dear Sir:

There are being forwarded to you under separate cover, sufficient forms to be used by the Special Agents and Special Agents (A) attached to your office in submitting reports of their special qualifications and information relative to their education. It is desired that each Special Agent and Special Agent (A) fill out the form in duplicate, the original being forwarded to the Division and the copy being retained in the Field Personnel File of each Agent.

Only State Bar members and the members of the Bar of the District of Columbia are desired under the classification numbered 2. Under the degree of proficiency in languages, it is requested that notations be made by the agent as to whether he can read, write, and converse in the language mentioned. Those agents who are stenographers and typists should indicate the same under "Special Qualifications" and should state their speed in taking dictation and in typing. The vocations, avocations, and special miscellaneous qualifications desired are those in which an individual has had sufficient experience to enable him to satisfactorily perform the duties called for in that particular line of endeavor. It is also desired that under the heading "Special Qualifications" that Military Service be shown. In this regard rank held should be shown as well as the branch of service and unit or units in which the agent has served, for example:

John Doe: Sergeant, 4 years, U. S. Army, QM Corps; Cavalry
and Infantry.

It will be incumbent upon you to impress upon all agents of your office the necessity for including any and all vocations and avocations in which they are qualified. Particular care should be exercised to see that the information furnished to the Division is complete and accurate. Please have these forms executed and returned to the Division at an early date.

Very truly yours,

J. E. Hoover

Director.

67-822-251

310

DEPARTMENT OF JUSTICE
OFFICE OF
DIRECTOR, BUREAU OF INVESTIGATION *V*

CT:ACS

May 17, 1934 *W. J. [unclear]*

MEMORANDUM FOR THE DIRECTOR.

Mr. Heffernan telephoned me this morning stating that the Attorney General had designated me as a member of the Departmental Personnel Board. He states the new Board is to be made up of Mr. Stewart, Mr. McMahon, Mr. Heffernan, and the writer and that Mr. Howard Boyd in Mr. Stanley's office has been designated as Secretary of the Board. He states Mr. Gardner and Mr. Caldwell have been dropped from this work. I asked him whether you had been advised of this matter and he stated that he did not know but he assumed you would be notified by the Attorney General's office since the matter was handled there.

Respectfully,

C
Clyde Tolson.

RECORDED

MAY 18 1934

67-9524-162	
DIVISION OF INVESTIGATION	
MAY 18 1934 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON BY <i>W. J.</i>	FILE

COPY

FRG:MTG

April 23, 1934.

MEMORANDUM FOR MR. TOLSON.

The following Special Agents have not as yet qualified in the use of firearms:

SEAT OF GOVERNMENT

Appel, C. A.
Clegg, H. H.
Coxley, S. P.
Howards, J. J.
Quinn, T. D.
Schilder, L. C.
Tolson, C. A. //

DETROIT

Brake, B. E. (A)

PHILADELPHIA

Browne, S. T.

PITTSBURGH

Phinney, G. H.
Rider, J. C.

BIRMINGHAM

DeSette, L.

PORTLAND

Petrovitsky, C.

BOSTON

Coonan, H. (A)

ST. PAUL

Bennetts, S. C. (A)

BUFFALO

MacFarland, J. P.

WASHINGTON

Pennington, L.

CHICAGO

Guerrero, F.
Plummer, L.
Purvis, M. H.

Special Agent (A) A. Madert of the New York office cannot qualify because of defective eyesight.

Respectfully,

W. R. Glavin.

67-0-4347

312

May 1, 1934.

MEMORANDUM FOR MR. TOLSON

The marksmanship records of the Division reflect that you are not as yet qualified in the use of the pistol.

It is my desire that you endeavor to qualify in the use of this type of firearm on or before May 10th, 1934.

Very truly yours,

Director.

67-9524-161
MAY 2 1934
DEPARTMENT OF JUSTICE
FILE

RECORDED

MAY 2 1934
U.S. DEPT. OF JUSTICE

WRG

✓

off

DIVISION OF INVESTIGATION

Room 318 2/24 1934.

To: ☒ Director
☐ Mr. Nathan
☐ Mr. Edwards
☐ Mr. Clegg
☐ Mr. Lester
☐ Miss Gandy
☐ Miss Finnell
☐ Chief Clerk
☐ Chief, Unit
☐ Personnel Files
☐ Files
☐ Printing Section
☐ Supervisor, Steno. Pool
☐ Inspector
☐ Miss Sheaffer.

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Cowley
Mr. Egan
Mr. Quinn
Mr. Lester
Mr. Locke
Mr. Horel

Clyde Tolson.

FEDERAL BUREAU OF INVESTIGATION

Room 5101 _____ 1935.

To: _____ Director
_____ Mr. Nathan
_____ Mr. Clegg
_____ Mr. Tamm
_____ Mr. Edwards
_____ Mr. Egan
_____ Mr. Quinn
_____ Mr. Baughman
_____ Mr. Backus
_____ Mr. Glavin
_____ Mr. Swenson
_____ Mr. Tracy
_____ Miss Gandy
_____ Mr. Renneberger
_____ Miss Sheaffer
_____ Mr. Kennedy
_____ Mr. Seyfarth

See Me

Send File

*file in Mr. Tolson's
with the orig-
file it's quite a way
back + not re-
corded*

Clyde Tolson

CT:ACS

BIOGRAPHICAL SKETCH OF CLYDE TOLSON

Date of birth: May 22, 1900.

Place of birth: Grundy County, Missouri.

Legal Residence: Cedar Rapids, Iowa.

Education: Graduate Laredo, Missouri, High School
Cedar Rapids, Iowa, Business College.
A. B. Degree - George Washington University, 1925.
LL. B. Degree - George Washington University, 1927.

Admitted to practice law before the Supreme Court
of the District of Columbia and Court of Appeals
of the District of Columbia.

Societies and organizations:

Sigma Nu Fraternity
Phi Delta Phi Fraternity
International Association of Chiefs of Police
Masonic Order
First Lieutenant, Military Intelligence Reserve Corps, U. S. Army.
Columbia Country Club, Chevy Chase, Maryland.
University Club, Washington, D. C.

Experience: Appointed Clerk, War Department, July 12, 1918;
November, 1920, appointed Confidential Secretary
to former Secretary of War Newton D. Baker; retained
this position under former Secretaries of War John W.
Weeks and Dwight F. Davis; appointed Special Agent,
Federal Bureau of Investigation, April 2, 1928; later
served as Chief Clerk, Inspector, and as Special Agent
in Charge of the Washington Field Office; on January 26,
1931, appointed Assistant Director in charge of personnel
and administrative work of the Bureau.

March 22, 1935.

BIOGRAPHICAL SKETCH OF CLYDE TOLSON

Date of birth: May 22, 1900.

Place of birth: Grundy County, Missouri.

Legal Residence: Cedar Rapids, Iowa.

Education: Graduate Laredo, Missouri, High School.
Cedar Rapids, Iowa, Business College.
A. B. Degree - George Washington University, 1925.
LL. B. Degree - George Washington University, 1927.

Admitted to practice law before the Supreme Court
of the District of Columbia and Court of Appeals
of the District of Columbia.

Societies and organizations:

Sigma Nu Fraternity
Phi Delta Phi Fraternity
International Association of Chiefs of Police
Masonic Order
First Lieutenant, Military Intelligence Reserve Corps, U. S. Army.
Columbia Country Club, Chevy Chase, Maryland.
University Club, Washington, D. C.

Experience: Appointed Clerk, War Department, July 12, 1918;
November, 1920, appointed Confidential Secretary
to former Secretary of War Newton D. Baker; retained
this position under former Secretaries of War John W.
Weeks and Dwight F. Davis; appointed Special Agent,
Division of Investigation, April 2, 1928; later served
as Chief Clerk, Inspector, and as Special Agent in Charge
of the Washington Field Office; on January 26, 1931, ap-
pointed Assistant Director in charge of personnel and
administrative work of the Division.

February 23, 1934.

8
317

HPL:FLA

February 16, 1934.

MEMORANDUM FOR: MR. EDWARDS
MR. APPEL
MR. QUINN
MR. TOLSON
MR. CLEGG

MR. COWLEY
MR. PENNINGTON
MR. LOCKE
MR. SCHILDER
MR. CONFEY

The records of the Division reveal that
you have not qualified as a Marksman with the pistol.
It is desired that you give this matter immediate
attention and that you qualify at the very earliest
possible date.

Very truly yours,

Director.

67-21916-97

318

HAROLD NATHAN
Assistant Director.

Mr. Nathan is 53 years of age, a native of New York State and a legal resident of Cherrydale, Virginia. He holds an A. B. Degree from the College of the City of New York. He entered the service of the Division of Investigation on March 31, 1917, and was designated Assistant Director on May 1, 1925. Prior to service in Washington, he served in the capacity of Special Agent at Norfolk, Virginia, and was Special Agent in Charge of the offices of the Division of Investigation at Charleston, West Virginia; Baltimore, Maryland; and Pittsburgh, Pennsylvania. Mr. Nathan is the Assistant Director of the Division in charge of Investigations.

CLYDE TOLSON
Assistant Director.

Mr. Tolson is 33 years of age, a native of Missouri and a legal resident of Cedar Rapids, Iowa. He holds A. B. and LL. B. Degrees from George Washington University and has been admitted to practice law in the District of Columbia. He is a member of the Sigma Mu College Fraternity, the Masonic Order, the International Association of Chiefs of Police, holds a commission as a First Lieutenant, Military Intelligence Reserve Corps, United States Army, is a member of the Columbia Country Club, Chevy Chase, Maryland, and the University Club, Washington, D. C. Prior to service in the Division of Investigation, he served as Confidential Secretary to Secretaries of War Newton D. Baker, John G. Weeks and Dwight F. Davis. He entered the Division of Investigation as Special Agent on April 2, 1923. He served as a Special Agent in the field service, Chief Clerk, Special Agent in Charge of the Washington Field Office, Assistant to the Director and Inspector. He was designated Assistant Director of the Division on January 26, 1931, and is in charge of the administrative and personnel work of the Division.

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HUGH H. CLEGG,
Inspector

Mr. Clegg is 34 years of age, a native and legal resident of Natchitoches, Mississippi. He holds an AB Degree from Millsaps College in Mississippi and an LLB Degree from the George Washington University. He is a member of the Kappa Alpha and Sigma Epsilon Fraternities, the Masonic Order, the International Association of Chiefs of Police, the Alabama Sheriffs and Peace Officers Association and the Tennessee-Mississippi Sheriffs and Peace Officers Association. He entered the service of the Division as a Special Agent on August 12, 1926. He served as a Special Agent in Georgia, Missouri, New York and the District of Columbia. He also served as Special Agent in Charge of the Division offices at Washington, D. C., Atlanta, Georgia and Chicago, Illinois. He was designated an Inspector of the Division on October 14, 1930 and is now charged with the responsibility of direct supervision of investigations of violations of Federal laws handled by employees of the Division of Investigation throughout the United States.

JAMES S. EGAN,
Inspector

Mr. Egan is 43 years of age, a native and legal resident of Omaha, Nebraska. He is a member of the Masonic Order and holds several accounting diplomas. Mr. Egan is a member of the Executive Committee of the International Association of Chiefs of Police. He entered the service of the Division as an accountant on June 6, 1922. He has personally handled many important investigations throughout the country involving accounting work. Mr. Egan was made an Inspector of the Division of Investigation in 1927. He personally supervises the investigation of cases under the jurisdiction of the Division of Investigation involving accounting matters.

JOHN J. EDWARDS,
Inspector.

Mr. Edwards is 40 years of age, a native of Coal Creek, Tennessee, and a legal resident of the District of Columbia. He is a member of the Kappa Alpha College Fraternity. He holds an LLB Degree from George Washington University and he is a member of the District of Columbia Bar. Prior to service in the Division of Investigation, Mr. Edwards was employed as Counsel, ~~and~~ Assistant to Agent, Tripartite Claims Commission, Austria and Hungary and as Counsel of the General and Special Claims Commission, United

John J. Edwards (continued)

States and Mexico. He entered the service of the Division of Investigation as a Special Agent on November 10, 1931 and served as a Special Agent in the New Orleans, Cincinnati, Detroit, Pittsburgh and New York offices. He was designated an Inspector of the Division of Investigation on December 16, 1932, and has administrative charge of the Identification Units of the Division. These Units consist of the Fingerprint Division, the Single Fingerprint Section, Technical Laboratory and the Statistical Section.

JER:HCB

November 8, 1933.

MEMORANDUM FOR MR. TOLSON

I wish that you would take up with the Assistant Directors, and confirm by memorandum, the fact that when any mail is forwarded by them bearing their initials though written by a supervisor assigned to them, I assume they approve and concur in the contents of the communication. If any Assistant Director does not concur in the memorandum transmitted, he should make appropriate notation to that effect, for otherwise the initialing of the same will be considered as approval.

Very truly yours,

Director.

67-0-2988

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322

JEH:HCB

October 31, 1933.

MEMORANDUM FOR MR. TOLSON

I would like to have orders issued to the effect that no supervisor in charge of any Unit of the Division is to order overtime without specific approval by an Assistant Director. When request for such approval is made of an Assistant Director I want to have very careful study and attention given to this request so that unnecessary overtime will not be ordered. Overtime should be ordered only when there is an emergency and is absolutely necessary.

Very truly yours,

Director.

67-0-2967

323
(7)

JEH/FMF

July 26, 1933.

0
Mr. C. A. Tolson,
United States Bureau of Investigation.

Dear Mr. Tolson:

I want to express to you my sincere appreciation, as well as my strong commendation, of the intelligent and helpful manner in which you handled the arrangements incident to the visit of the group of police executives from Europe and the United States to this city today. I realize the handicap under which you were compelled to function in this matter by reason of having no information as to the program, but all of the arrangements made were so perfectly handled that I feel quite proud of the manner in which our Bureau responded, and it is in a large measure due to your efforts, and I, therefore, want to express my appreciation.

Sincerely yours,

67-9524-160

AUG 31 1933 P.M.

DEPT. OF JUSTICE

FILE

324

I, Clyde Tolsondo solemnly
swear that I will support and defend the Constitution of the United States
against all enemies, foreign and domestic; that I will bear true faith and
allegiance to the same; that I take this obligation freely, without any
mental reservation or purpose of evasion; and that I will well and faith-
fully discharge the duties of the office of

Assistant Director, Division of Investigation,

U. S. Department of Justice.

on which I am about to enter: So help me God.

(Sign here).....

Clyde A. Tolson

Subscribed and sworn to before me this) Where born (State only) Missouri

17th day) Date of birth May 22, 1900

of August A.D. 1933) Whence appointed:

State.....County.....

Congressional District.....

Walter A. Gray
Notary Public

X—X

:
: SEAL :
:

X—X

Date of entry upon duty August 10, 1933.

Residence The Westchester,
4000 Cathedral Avenue, N. W.,
Washington, D. C.

*file
HPL
8-12-33*

*7
325*

JOHN EDGAR HOOVER
DIRECTOR

U. S. Bureau of Investigation

Department of Justice
Washington, D. C.

CT:ACS

Mr. Nathan.....
Mr. Tolson.....
Mr. Edwards.....
Mr. Clegg.....

7 10m

July 5, 1933.

MEMORANDUM FOR THE DIRECTOR.

The following information is furnished in accordance with the provisions of Section 35 of the Manual of Rules and Regulations:

- (A) Marital status - single.
- (B) Societies and Organizations with which connected:
 - Sigma Nu Fraternity
 - Phi Delta Phi Fraternity
 - International Association of Chiefs of Police
 - Masonic Order
 - First Lieutenant, Military Intelligence Reserve Corps, U. S. Army.
 - Columbia Country Club, Chevy Chase, Md.
 - University Club, Washington, D. C.
- (C) Legal residence - Cedar Rapids, Iowa.
- (D) Education:
 - A. B. (1925) George Washington University
 - LL. B. (1927) George Washington University
 - Admitted to practice before Supreme Court of the District of Columbia
 - " " " " Court of Appeals of the District of Columbia.
- (E) Person to be notified in case of emergency - H. A. Tolson, brother,
1332 Farragut St., N. W.,
Washington, D. C.
Telephone - Georgia 7130
- (F) Assignment preference - None.

Respectfully,

Clyde Tolson
Clyde Tolson.

COPIED IN DIVISION 7
9524-159X

67-9524-159X	
JUL 14 1933	
Div. Seven	TOLSON
N 324	

February 28, 1933.

MEMORANDUM FOR MR. TOLSON^o
EDWARDS ✓
APPEL ✓

Yesterday during the course of a visit to Division Six and the Crime Laboratory, I noted that there were two Fingerprint Comparator machines, one in Division Six and one in the Crime Laboratory. I did not know why the Bureau should have two of these machines in its possession and upon making inquiry I was informed that the one in the Crime Laboratory was loaned to us by the manufacturer. If my recollection serves me correctly, I issued orders at least two or three months ago that all apparatus for use in the Bureau should be purchased and not received as a loan from the manufacturer and I directed at that time that any apparatus which was in the Bureau and had not been purchased by the Bureau should be returned to the manufacturer. Consequently, I am at a loss to understand why the machine in the Crime Laboratory had not been returned to the manufacturer. The explanation given; namely, that we were waiting for the manufacturer to call for the same, is unsatisfactory.

I would like to have you immediately check over all apparatus in the possession of the Bureau and that which is not owned by the Bureau through purchase should be immediately returned to the manufacturer. I want no further delay in this matter.

Very truly yours,

Director.

N
FEB 28 1933
P.M.
DEPT. OF JUSTICE

67-9524-159	
BUREAU OF INVESTIGATION	
MAR 1 1933 P.M.	
DEPARTMENT OF JUSTICE	
	FILE A

327

JOHN EDGAR HOOVER
DIRECTOR

U. S. Bureau of Investigation

Department of Justice

Washington, D. C.

CAA:MAM

January 28, 1933.

MEMORANDUM FOR THE DIRECTOR.

After a review of cases which he has handled, it is my opinion that the name of Special Agent Clyde A. Tolson should be placed among those considered qualified to perform bankruptcy investigations.

Respectfully,


C. A. Appel.

67-9524-158

BUREAU OF INVESTIGATION	
JAN 31 1933 P.M.	
DEPARTMENT OF JUSTICE	
NATHAN D. Nathan	FILE

328

JEN:JO'D

November 10, 1932.

Mr. Clyde A. Tolson,
Assistant Director,
United States Bureau of Investigation,
Department of Justice,
Washington, D. C.

Dear Mr. Tolson:

I have just received a copy of Volume 1, Number 3, of "Fugitives Wanted by the Police" and I wanted to express to you my commendation of the expeditious manner in which this Bulletin has been prepared. I realize the large amount of work involved in the preparation of a bulletin of this type and the consequent time necessary in preparing and assembling it so I believe that the issuance of this Bulletin within such a short time after the text thereof had been finally approved is an indication not only of efficiency but of a keen interest in the success of this project. To you the major credit for this is due and I wanted to convey to you my appreciation therefor.

Cordially yours,

Director.

67-9524-157

BUREAU OF INVESTIGATION	
FEDERAL BUREAU OF INVESTIGATION	
NOV 12 1932	
U. S. DEPARTMENT OF JUSTICE	

329

EPL:R.C

67-9524-156

November 7, 1932.

NOV 10 1932

Mr. C. A. Tolson,
United States Bureau of Investigation.

Dear Mr. Tolson:-

I have received your memorandum dated November 3, 1932, in which you submit a suggestion for consideration with a view to the improvement of the work of the Bureau. Please be assured that I am appreciative of the interest in your work which prompted you to address the Bureau in this regard. Your suggestion will receive the Bureau's careful study.

Sincerely yours,

Director.

REAU FILES DIVISION
MAILED

V 7 1932

330

CT:ACB

November 3, 1932.

MEMORANDUM FOR THE DIRECTOR.

It is suggested that Section 90 of the Manual of Rules and Regulations be amended to include the following sentence: "The smallest unit of sick leave shall be one-half day." Many instances have been noted in which applications for leave have been incorrectly prepared and although a provision similar to the one suggested is contained in the Departmental Leave Regulations, I believe it would be well to insert the same in the Bureau Manual.

Respectfully,

C. A. Tolson.

*Ack. 11-7-32
HOL*

RECORDED

67-9524-156	
BUREAU OF INVESTIGATION	
NOV 8 1932 P.M.	
RECEIVED	FILE
Tolson	ATLANT

331

JUL 10 '32

October 4, 1932.

MEMORANDUM FOR MR. NATHAN
MR. TOLSON X

I apparently live to learn.

This morning upon reading the morning papers I noted a statement attributed to Special Agent in Charge Conroy, of the Charlotte office, announcing that Clarence Stephen Kandler, who for some weeks has been the subject of extensive newspaper publicity not only in this country but abroad; who claimed to be the son of a rather prominent family in the Middle West; and had suffered an attack of amnesia; had been identified by this Bureau as being a deserter from the Navy and his home was originally in Richmond, Virginia. I was surprised when reading this article because I had had no information concerning it other than what I had read in the papers. I had no information that this Bureau had made any check of the fingerprint records or reached any conclusion in the case so, consequently, I was surprised when inquiry was made of me.

Upon asking inquiry this morning to ascertain why I had not been so informed, I have been advised that a letter had been sent out to Mr. Conroy giving the details in this case and it was assumed that I would read the outgoing letter and thereby glean the information concerning the matter. I thought the Assistant Directors of the Bureau were fully cognizant of the fact that I could not read and did not read all of the outgoing mail as it would be a physical impossibility. I thought it was fully understood that I signed but very few of the outgoing letters and they were limited principally to Members of Congress and to Bureau employees dealing with matters of policy and discipline. However, my assumption apparently is incorrect in that I have been informed the reason a memorandum concerning this case was not sent to me was due to the fact, as I have indicated, that I would read the outgoing letter which I did not sign; had not seen; and had not read.

In order that in the future there may be no misunderstanding concerning these matters, I desire that, whenever there is an interesting case particularly one that has attracted national and international attention in the papers upon which this Bureau has some information, a memorandum be addressed to me concerning the matter irrespective of what correspondence may take place between the Bureau at Washington and its field offices. I do read all memorandums that are addressed to me but, as indicated, I do not and cannot read all outgoing mail. I had assumed that interesting cases would be called to my attention by memorandum but since my assumption was incorrect, I desire that henceforth I be specifically advised by

67-883-174

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memorandum of cases of interesting moment.

I might further add in comment upon this specific case that the Morning Post carries an Associated Press despatch from Charlotte, North Carolina, stating that Mr. S. E. Conroy had been informed by me by telephone that the fingerprints tallied with those of a man from Richmond, Virginia, listed as a Deserter from the United States Navy. I had no telephone conversation with Mr. Conroy but I am informed this morning, upon making inquiry, that Mr. Schilder had a telephone conversation with Mr. Conroy yesterday when this information was furnished to Mr. Conroy. Mr. Conroy assuming, but erroneously so, that the Director of this Bureau was kept advised of interesting developments, attributed the information which he received to me and when I am asked this morning about it by the press I am totally ignorant of what has transpired. I was again under the impression that there was some rule of this Bureau which required any Assistant in the Bureau making a telephone call to reduce to memorandum form the substance of his conversation and that this be sent to me promptly following the telephone call. I have not as yet - and it is now 9:45 A. M. - received any memorandum concerning this telephone call though I am informed that it transpired yesterday. I may be again under an erroneous impression that such a rule exists.

I want to indicate now in an unmistakable manner that I insist upon being kept informed of the operations of this Bureau at least in important cases and that I insist further that the rules promulgated by me for administrative guidance be strictly adhered to and I shall further insist that the Assistant Directors be held strictly responsible and accountable for the carrying out of these instructions. There are all together too many things transpiring in this Bureau handled by my Assistants without advising me of the same promptly. It frequently causes me embarrassment in dealing with Departmental officials and with press representatives.

In order that there may be a very distinct and clear understanding upon your part, you are instructed that henceforth no telephone call in this Bureau is to be placed by any official of the Bureau without immediately reducing to writing the substance of the conversation and forwarding it to me promptly. Furthermore, you are specifically instructed to keep me promptly informed by memorandum of any important developments concerning Bureau work at the Seat of Government. There are to be no exceptions to these instructions and you will please see that your subordinates comply with them promptly.

Very truly yours,

Director.

P. S. As a matter of fact, the information which I received this morning concerning the letter to Charlotte was misinformation, as the letter has just now reached my desk for signature, notwithstanding the fact that the papers this morning have given the matter extensive publicity.

333

JEH:MO'B

September 27, 1932.

MEMORANDUM FOR MR. TOLSON.

I have today made inquiry to ascertain when the scientific equipment for the field offices for use in investigations was to be sent out to the field offices. I have been somewhat annoyed at the delay in getting this equipment sent out. My recollection is that the purchase of it was discussed and orders placed for the same in the early part of July and nearly three months have elapsed before the equipment has been procured and shipped. I was informed today that it was to be shipped out today.

I was also informed that it has been delayed in order to obtain a certain piece of apparatus which was delivered on September 20, 1932, and that the reason this equipment was not shipped out last week was due to the fact that Mr. John D. Sullivan, of Division Ten, has been away from the office. I can see no reason why the work of the Bureau should be held up because of the absence of an employee. This same sort of practice exists in Division Six where the Inspectors found work of employees, who were absent, stored away in file cabinets awaiting the return of such employees. This is a most undesirable practice and certainly arrangements should be made in all of the Divisions for the handling of the work promptly irrespective of whether the regular employee who handles the particular work is on duty or not. I have previously indicated the necessity of training employees not only in their own duties but in the performance of the duties of other employees in the Division so that absences, either by reason of furlough or sick leave, may not interfere with the proper functioning of the work. However, in the case of the shipment of this scientific equipment the same was held up because of the absence of Mr. Sullivan.

Steps must be taken immediately to see that other employees are fully acquainted with the duties of Mr. Sullivan and other clerks in Division Ten so that this condition will not arise again.

Very truly yours,

Director.

67-5877-132

P. S. Further complications have developed since I dictated the above, which confirm the impression I have had that there has been little or no system or attention given to the preparation of the scientific material

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to be sent to the field. I am now told that while the binoculars were delivered on September 20th, the material was not sent out due to the fact that some paper was missing. On September 23rd, this paper, which was to be sent with the scientific equipment, was found to be in Mr. Eaters' Division and the search revealed that the paper had been delivered on September 2nd, to Division Six and signed for by Mr. Hensley. In other words, from September 2nd, until September 23rd, the whereabouts of this paper seemed to have been more or less of a mystery and no one seemed to have taken it upon himself to ascertain where it was or what it was doing in Division Five. It will be noted it was delivered to Division Six on September 2nd, but it turns up in Division Five on September 23rd. Whether it had been in Division Five all of that time I do not know. However, on September 23rd, all of the paraphernalia was in Division Ten but could not be shipped out, I am informed, because of the absence of Mr. Sullivan.

Some steps must be taken to insure a proper handling of matters of this kind. It is inconceivable to me that a supply of special paper can be delivered to a Division and then become lost for approximately twenty days without there being a total lack of keeping of proper records of such matters. I realize that at the time this paper was delivered to Division Six that Division was handling the shipment of supplies, but later, when we created Division Ten, that Division should certainly have had turned over to it all pending supplies and how the paper could get around to the Crime Statistics Division is beyond my understanding; and why the Crime Statistics Division should have received it when it had not ordered the paper is also beyond my understanding. However, since there are so many things incident to the operation of Divisions Five, Six, Seven and Ten, which are beyond my understanding I assume that I can have a few more added to it.

335

JAN 13 '38

September 27, 1932.

MEMORANDUM FOR MR. NATHAN
MR. TOLSON

I have just completed the reading of the reports of Mr. Egan and Mr. Clegg upon the inspections of the various Divisions of the Bureau at the Seat of Government and I have noted that a number of these Divisions were found to be improperly directed by the respective Division Chiefs. In some instances the physical conditions of the Divisions were most unsatisfactory and in others certain practices in the handling of the work had developed which were tending toward inefficiency. Notably Divisions One, Two and Six had conditions which should never have been permitted to develop.

I am strongly of the opinion that it should not be necessary to wait for an inspection by a Bureau Inspector of the Divisions to ascertain whether or not the work is being properly handled. I believe it to be one of the principal duties of the Assistant Director in charge of a Division to frequently check on its operations and personally to make inspections of the same to see that the Division is in proper condition. Had this been done in Divisions One, Two and Six, the Inspectors' reports would not have been as unfavorable as they were.

Therefore, I desire to emphasize to the Assistant Directors the imperative necessity of giving closer personal attention to these matters. I do not think that an Assistant Director can solely depend upon the issuance of an order to one of the Division Chiefs without taking steps to see whether this order has been carried out. He must make a personal inquiry and inspection and I would like to have this done so that in the future when a regular inspection is made by a Bureau Inspector the situation will not be found to be as undesirable as upon the recent inspection.

Very truly yours,

Director.

67-883-173

336

**FREEDOM OF INFORMATION
AND
PRIVACY ACTS**

Subject: Tolson, Clyde A.

File Number: 67- 9524

Section: Part ~~11~~ 13



FEDERAL BUREAU OF INVESTIGATION

NOTICE

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DESCRIPTION OF FOLLOWING FILE MATERIAL

TOLSON, CLYDE A.

67-9524

Part III

67-9524
contains a
combined total
of 1240 pages.

XXXXXX
XXXXXX
XXXXXX

331 pages

XXXXXXXXXXXXXXXXXXXXX
X NO DUPLICATION FEE X
X FOR THIS PAGE X
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CLOSED SECTION

Section 3

SAA:JWA:RFA:dab

Mr. Tolson	
Mr. Boardman	
Mr. Nichols	
Mr. Belmont	
Mr. Mohr	
Mr. DeLoach	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

Honorable John W. Macy, Jr.
Executive Secretary
Distinguished Civilian Service Awards Board
United States Civil Service Commission
Washington, D. C.

Dear Mr. Macy:

This refers to your letter dated January 5, 1965 requesting nominations for the President's Award for Distinguished Federal Civilian Service.

I have the honor of nominating Mr. Clyde A. Tolson, Associate Director, Federal Bureau of Investigation for this award. Mr. Tolson, in my judgment, is an outstanding candidate, based on a long and distinguished public career.

The attached material in support of the nomination is submitted for the Board's consideration.

Sincerely,

Nicholas B. Katzenbach

~~cc: Attorney General~~

✓ Federal Bureau of Investigation

Attorney General

NOV 2 10 21 AM '65

REC'D - ADMIN DIV
2

NOV 2 4 01 PM '65
REC-143

NOV 2 1 21 PM '65
61-9534-41685
REC'D - TOLSON
2

3-104

March 1, 1965

Mr. Tolson ☒
Mr. Belmont ☐
Mr. Mohr ☐
Mr. DeLoach ☒
Mr. Casper ☐
Mr. Callahan ☒
Mr. Conrad ☐
Mr. Felt ☐
Mr. Gale ☐
Mr. Rosen ☐
Mr. Sullivan ☐
Mr. Tavel ☐
Mr. Trotter ☐
Tele. Room ☐
Miss Holmes ☐
Miss Gandy ☐

MR. MOHR:

While at the White House on Saturday afternoon, 2/27/65, I talked at some length with John Macy, Chairman of the Civil Service Commission. Macy is also Executive Secretary of the Presidential Board which makes recommendations concerning awards for distinguished Federal civilians in Government service.

I told Macy that Associate Director Clyde Tolson had been recommended by Mr. Hoover to receive this award in 1963. I mentioned that for reasons which I felt certain that he was aware of, the Department of Justice had failed to forward Mr. Hoover's recommendation to the White House at that time. I told him that while I felt that Attorney General Katzenbach would this time forward the Director's recommendation to the White House, at the same time I wanted to make certain that the Executive Secretary of this Presidential Board knew of the FBI's intense feeling that Mr. Tolson should receive this award.

I told Macy that Mr. Tolson was one of the sharpest and most dependable Federal employees in Government service. I mentioned his long years of work and the fact that he was of great support to the Director.

Macy told me that he was well aware of Mr. Tolson's background and that he certainly thought that Mr. Tolson was a very excellent candidate for an award. I told Macy that the President was also very well aware of Mr. Tolson's background and that as a matter of fact the President knew Mr. Tolson personally and considered him a personal friend. Macy stated he didn't know of this fact but was glad to hear it. He stated this, of course, would add weight to the decision. I told Macy that I did not, of course, intend to go over his head; however, I wanted him to know that I was going to speak to the President personally about this matter. Macy indicated that this would be perfectly all right and would probably assist him in confirming an award for Mr. Tolson.

REC-143

67-9524-415-11

I mentioned to Macy that I would bring over to him one day this week a brochure on Mr. Tolson which fully outlines his capabilities and deserving talents for the award in question.

RESPECTFULLY,

C. D. DE LOACH

CDD:dgs (2)

UNITED STATES GOVERNMENT
Memorandum

DEPARTMENT OF JUSTICE
✓

TO : Mr. J. Edgar Hoover
Director, FBI

DATE: February 27, 1965

FROM : Nicholas deB. Katzenbach
ndb
The Attorney General

SUBJECT:

2
Thank you for your memorandum of February 24, 1965, submitting the name of Associate Director Clyde A. Tolson as a candidate for the President's Award for Distinguished Federal Civilian Service. Although the recommendation will have to be considered with others made in the Department, I certainly think this is an excellent idea and will advise you as soon as it is possible to make a decision on the Department's nominees.

~~EXP. PROC.~~

MAR 1 1965

lk 6/16/65

REC-143

67-1524-416X3
39

2 JUN 17 1965

3-124

February 26, 1965 ✓

Mr. Tolson	✓
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. Felt	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

MEMORANDUM FOR THE DIRECTOR

RE: PRESIDENT'S AWARD FOR DISTINGUISHED
FEDERAL CIVILIAN SERVICE

Clyde A. Tolson

Yesterday you approved and sent to the Attorney General appropriate material to nominate Mr. Tolson for captioned award and indicated you would personally speak to the Attorney General concerning the nomination.

In order to be certain that this nomination does not get sidetracked, Mr. DeLoach will, with your permission, take a copy of the nomination to the White House and at an appropriate time call it to the personal attention of the President.

J. P. MOHR

JPM

OK
J

JPM:crt
(2)

REC-143

67-9324-4168	
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2 JUN 17 1965	

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Tolson _____
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 DeLoach _____
 Casper _____
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 Conrad _____
 Felt _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

2/24/65

MEMORANDUM FOR THE DIRECTOR

I would appreciate it if this
 were not sent forward.

✓
 Clyde Tolson

CT:LCB

I have sent it forward.

3/1/65

5

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: 2-24-65

FROM : J. P. Mohr

SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED
FEDERAL CIVILIAN SERVICE

Tolson ☒
Belmont ☒
Mohr ☒
DeLoach ☒
Casper ☒
Callahan ☒
Conrad ☒
Felt ☒
Gale ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Holmes ☒
Gandy ☒

Captions Award is the one for which you instructed Mr. Tolson be nominated this year. This Award represents the highest honor available to civilian career employees of the Federal Government and five such Awards are given each year. Nominations are submitted through heads of departments to the Executive Secretary of a six-man Presidential Board designated by the President to make recommendations to him for final Awards. Mr. John W. Macy, Jr., Chairman of the Civil Service Commission, is the current Executive Secretary; however, other members of the Board are not known.

The proposed nomination for Mr. Tolson has been prepared in accordance with instructions received from the Department. The deadline for submission is March 1, 1965. Seven copies have been prepared for transmittal to the Department as required.

You may recall we submitted a similar nomination in 1963 which received no action and as best we can determine was not submitted to the Presidential Board by former Attorney General Robert F. Kennedy. Although the instructions indicate nominations should be forwarded to the office of S. A. Andretta, Assistant Attorney General for Administration, it is felt you would want this nomination sent directly to the Attorney General with a copy for Mr. Andretta. You may also desire to personally speak to the Attorney General on this matter.

Attached for your approval and transmittal to the Attorney General is a memorandum with supporting documents for the purpose of submitting Mr. Tolson's name as a candidate for nomination by the Attorney General as head of the Department of Justice to receive one of the President's Awards this year.

Enclosures

RRB:crt

(5)

- 1 - Mr. Mohr
- 1 - Mr. DeLoach
- 1 - Mr. C. R. Davidson

REC-143

9524-416X
2 10 17 1965

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✓
REC-16

The Attorney General

February 24, 1965

Director, FBI

**PRESIDENT'S AWARD FOR DISTINGUISHED
FEDERAL CIVILIAN SERVICE**

Pursuant to the memorandum of January 28, 1965, addressed to heads of divisions, offices and bureaus by Mr. S. A. Andretta, Assistant Attorney General for Administration, I am hereby submitting the name of Clyde A. Tolson as a candidate for the President's Award for Distinguished Federal Civilian Service as provided by Executive Orders 10717 and 10879. This nomination is based on Mr. Tolson's long and distinguished career in serving the public interest as my top aide. His achievement is considered to be so outstanding that he merits greater public recognition than can be granted within this bureau.

I, of course, feel that Mr. Tolson is most deserving and wholeheartedly recommend that you consider submitting his nomination to the President's Board. I shall be pleased to supply additional copies of the attached material if needed.

Enclosures (7)

1 - Mr. S. A. Andretta
Assistant Attorney General for Administration

1 - Mr. Mohr (Sent Direct)
1 - Mr. DeLoach (Sent Direct)
1 - Mr. C. R. Davidson (Sent Direct)

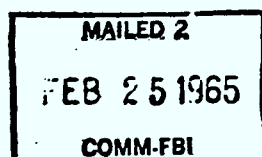
RRB:crt
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lit R13

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REC-16
FEB 25 1965

Tolson _____
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Casper _____
Callahan _____
Conrad _____
Felt _____
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Sullivan _____
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Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Based on memorandum J. P. Mohr to the Director dated 2-24-65, RRB:crt.



JPM

MAIL ROOM ☐ TELETYPE UNIT ☐

1

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

January 28, 1965

Mr. Tolson ✓
Mr. Belmont ✓
Mr. Mohr ✓
Mr. DeLoach ✓
Mr. Casper ✓
Mr. Callahan ✓
Mr. Conrad ✓
Mr. Felt ✓
Mr. Gale ✓
Mr. Rosen ✓
Mr. Sullivan ✓
Mr. Tavel ✓
Mr. Trotter ✓
Tele. Room ✓
Miss Holmes ✓
Miss Gandy ✓

MEMORANDUM TO HEADS OF DIVISIONS, OFFICES AND BUREAUS

SUBJECT: President's Award for Distinguished Federal Civilian Service

Clyde A. Tolson

The President's Award for Distinguished Federal Civilian Service represents the highest honor available to civilian career employees of the Federal Government. It is awarded each year by the President to not more than five employees for exceptional achievements of outstanding importance.

Attached are the criteria and instructions for submitting nominations this year. Please forward seven copies of each nomination to this office no later than March 1, 1965.

1 ENCLOSED att
S. A. Andretta
Assistant Attorney General
for Administration

*I want Tolson nominated
for this.*

67-9524-416X
Searched _____ Indexed _____
2 MAR 17 1965

*Mem. Made to the
Director 2-24-65
RFB - lpt*

3-10-65

1965

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify one or more of the following:

- (a) Imagination in developing creative solutions to problems in government; or
- (b) Courage in preserving against great odds and difficulties; or
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

WHEN SHALL NOMINATIONS BE MADE

By March 5, 1965

WHERE SHALL NOMINATIONS BE SENT

John W. Macy, Jr., Executive Secretary
President's Distinguished Civilian Service Awards Board
U. S. Civil Service Commission, Washington, D. C. 20415

-over-

67-9524-416X

PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10 $\frac{1}{2}$ " pages.
3. Each nomination shall contain the following information in the following order:
 - A. First page — a brief biographical sketch, in itemized format, containing date and place of birth, significant educational background, significant employment record, and a specific statement of the type of current appointment.
 - B. Second page — a proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
 - C. Additional pages containing not more than 2500 words with topical headings as follows:
 - o Summary of Achievement - not more than one page.
 - o Additional Details - in non-technical language and illustrating how nominee was personally responsible.
 - o Benefits - the specific benefits in improving government operations or serving the public interest. Describe separately the tangible and the intangible.
 - o Personal Qualities - examples of personal qualities of the nominee which make his achievement possible.
 - D. A statement describing any other significant awards received by the nominee.
 - E. A photograph.
4. Each copy of a nomination shall be enclosed in a 9 $\frac{1}{4}$ "x11 $\frac{1}{2}$ " folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

NOTE: Departments and agencies are in no way restrained from making awards themselves to any employees who are being nominated for the President's Award.

THE ATTORNEY GENERAL

WASHINGTON

September 2, 1964

*file
9-9
1.*

Dear Clyde:

On my last day as Attorney General, I want to thank you for your excellent service to this Department during my tenure.

When we look back four years and see how much was needed to be done, and now how much has been accomplished, you can take great satisfaction in having made an important contribution to the country in a time of maximum need. President Kennedy would have wished to thank you for that--and for your loyalty.

I am proud to have served with you--and I am grateful for your friendship.

With kind regards,

Sincerely,

RFK

Robert F. Kennedy

*letter
a.m.*

Mr. Clyde A. Tolson
Associate Director
Federal Bureau of Investigation
Department of Justice
Washington, D. C.

9524-416
37
SEP 10 1964
[Signature]

A. S. MIKE MONRONEY
OKLAHOMA

COMMITTEES:
APPROPRIATIONS
COMMERCE
POST OFFICE AND CIVIL SERVICE

United States Senate

WASHINGTON, D.C. 20510

July 9, 1964

Mr. Tolson	✓
Mr. Belmont	✓
Mr. Mohr	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. DeLoach	✓
Mr. Evans	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

The Honorable J. Edgar Hoover
Director
Federal Bureau of Investigation
Washington, D. C.

My dear Mr. Hoover:

It was nice to have your hand-delivered letter of June 30th with reference to the executive pay level for Associate Director Clyde A. Tolson of the FBI.

It is my understanding that the Administration recommended the placement of the various grades. We may have done injustice to a number of most capable men, and hope that in our conference with the House some of these displacements can be adjusted.

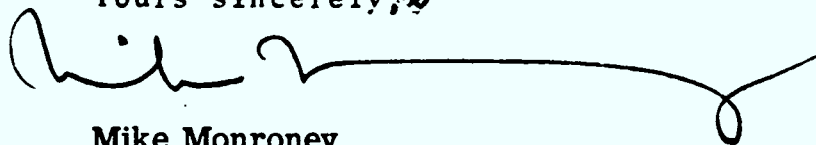
REC-144

67-9524-415

35

I appreciate your kindness in notifying me of this matter and I will be glad to consider it when we take up the bill with Members of the House after the Republican convention.

Yours sincerely,



Mike Monroney

25 JUL 16 1964

EXP. PROC.

JUL 13 1964

40

PERS. REC. UNIT

74

12

June 30, 1964

Honorable A. S. Mike McNaney
United States Senate
Washington, D. C. 20510

My dear Senator:

Over the past many years we in the FBI have been fortunate and privileged indeed in receiving your active support regarding a variety of problems associated with the discharge of our heavily increasing responsibilities. It is with this thought in mind that I now enlist your assistance in a matter which is of vital concern to me.

The pending pay increase legislation which has been reported by the Senate Committee on Post Office and Civil Service allocates Clyde A. Tolson, Associate Director of the FBI, to level four. I would be truly grateful for any consideration you may give which would place him in level three.

Associate Director Tolson has given a lifetime of effort to unselfish public service. He has had an enviable career and one which, through the years, has merited the confidence, respect, and esteem of the public. His dedicated service and personal sacrifices have played an outstanding role in bringing our country through one of its most perilous periods on the home front.

I make this personal request being fully acquainted with the many day-to-day responsibilities which fall upon the shoulders of Mr. Tolson. I do firmly believe that his distinguished career and personal dedication merit this recognition.

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Trotter _____
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Holmes _____
Gandy _____

APG:gt
(3)

JUL 9 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

EX-104

REC-3

JUL 9 1964

RECEIVED-DIRECTOR

PERS. REC. UNIT

REC'D-READING ROOM

JUN 30 3 23 PM '64

IN OFFICE 12:30 PM 6/30/64

Honorable A. S. Mike Mearoney

I will be most appreciative of any action you
may see fit to afford this matter.

Sincerely,

11:30 AM

June 29, 1964

Clyde A. O.
MEMORANDUM FOR MR. TOLSON
MR. MOHR
MR. DE LOACH

Senator Olin D. Johnston (D. of South Carolina) called, and he stated that in making out those salaries, he presumed I had noticed that he had changed a couple of them. I told him that I had and that it concerned me a little as he had cut Mr. Tolson down by \$500; that Mr. Tolson is my Associate Director. I told him he had taken care of the others fine and I appreciated it but I would like to see Mr. Tolson's salary at the level it would have been with the \$7,500 increase. Senator Johnston asked if Mr. Tolson was my first assistant and I told him he was my top man.

Senator Johnston said they will think about it and as I knew they were going to have to do some trading in conference and he thinks he can probably do it and he will try to remember it. He stated that in regard to the others getting the same, they had to adjust those to keep them from all being in the same category. I stated that as a matter of fact they were supervising the others.

I told Senator Johnston that I thought it got mixed up in the Department when Deputy Attorney General Katzenbach wrote to the Budget Bureau without any consultation with me. Senator Johnston stated that between him and me, Mr. Katzenbach does not know too much about the Government classifications and should not have been messing with it and should at least have asked me. I said it was not fair to the other men to do something like that, as they have been drawing these salaries and have these responsibilities and to change them without getting my views and that is why I appreciate his, Johnston's, interest. The Senator said he will try to think of this other and keep it in there. I told him if he can take care of it I would appreciate it.

Very truly yours,

J. E. H.

John Edgar Hoover
Director

JUL 1 1964

SENT FROM D. O.	
TIME	4 40 P.M.
DATE	6/29/64
BY	J. E. H.

1 - Miss Holmes

J. E. H. (7)
MAIL ROOM TELETYPE UNIT ☐

PERS. REC

June 30, 1964

Honorable Frank Carlson
United States Senate
Washington, D. C. 20510

My dear Senator:

Clyde A. Tolson

For many years the FBI has been privileged to receive your most generous support regarding its ever-increasing obligations and responsibilities. All of us are indeed grateful to you. Your continuing interest has again prompted me to request your valued assistance in a matter of personal concern to me.

The pending pay increase legislation which has been reported by the Senate Committee on Post Office and Civil Service places Clyde A. Tolson, Associate Director of the FBI, in level four. I would be most appreciative of anything you may be able to do to place him in level three.

The prestige the FBI now enjoys is due in no small part to the distinguished career of Mr. Tolson. He is a devoted and dedicated public servant who has not been lured away by attractive business offers during his long tenure in office. He has been invaluable to me throughout the years because of his outstanding executive and administrative capabilities. Through his efforts and capacity for achievement the FBI, with its rigorously maintained standards of proficiency, has continued its pre-eminence as a model of efficient and sound administration.

APG:jlk
(3)

REC-146

67-9524-414

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5 JUL 6 1964

12 JUL 2 1964

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Sullivan _____
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Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

PER. UNIT
Planning Section
Mr. Tolson
Mr. DeLoach
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Holmes
Miss Gandy

JUN 30 3 28 PM '64
REC'D-READING ROOM
FBI

✓
JUN 30 3 00 PM '64
1 PM
P

141
1964

Honorable Frank Carlson

I will be personally grateful for any effort you may
see fit to expend in this regard.

Sincerely,



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

**In Reply, Please Refer to
File No.**

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	4/28/64	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

Payment Received
Special Agents Insurance Fund

APR 30 1964

J. Edgar Hoover, Director

Clyde A. Tolson
Special Agent

REC-115

April 14, 1964

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Clyde:

I am very pleased to advise you that your performance during the period from April 1, 1963, to March 31, 1964, has been rated Outstanding. This rating has been approved by the Efficiency Awards Committee of the Department and the copy of the rating which is enclosed may be retained by you.

It is an added pleasure to advise that in recognition of your continued outstanding service to the Bureau I have approved an incentive award for you in the amount of \$500.00. The enclosed check for \$430.00 represents this award less withholding tax. You are certainly deserving of this special recognition and I hope it will serve as a reminder that your valuable assistance to the Bureau and to me is deeply appreciated.

Sincerely,

J. Edgar Hoover



Award #596-64

Enclosures (2)

1 - Miss Usilton (Sent Direct)

LRH:mah (4)

NOTE: Salutation per file

Based on memo Callahan-Director 3/23/64

Per

53

MAIL ROOM ☐ TELETYPE UNIT ☐

Tolson _____
Belmont _____
Mohr _____
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Callahan _____
Conrad _____
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Evans _____
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Sullivan _____
Tavel _____
Trotter _____
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Holmes _____
Gandy _____

READING ROOM
FBI

APR 14 12 26 PM '64

mac

CR

19

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
Belmont _____
Mohr _____
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Conrad _____
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Sullivan _____
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Trotter _____
Tele. Room _____
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Gandy _____

TO : The Director

DATE: March 23, 1964

FROM : N. P. Callahan *mpc*

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

There is attached for approval an annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1963, to March 31, 1964, in which he is rated Outstanding.

It is respectfully suggested that your signature be affixed to both the original and the copy of the rating reflecting you as the Rating Official. The rating will be forwarded to Deputy Attorney General Nicholas deB. Katzenbach on April 1, 1964, for approval by the Efficiency Awards Committee of the Department, in accordance with the provisions of the Performance Rating Program.

When the rating has been approved by the Committee and returned to the Bureau, a copy will be directed to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a cash incentive award and it has been customary in the past to approve awards of \$500 for officials of Mr. Tolson's rank for Outstanding performance ratings. Incentive awards for Outstanding ratings are in accordance with provisions of the Incentive Awards Plan.

RECOMMENDATION:

That you, as Rating Official, sign the original and copy of the attached Outstanding performance rating for Mr. Tolson and upon approval of the rating by the Efficiency Awards Committee of the Department he be approved for an incentive award of \$500.

dit
Enclosures

RRB:crt
(2)

REC-139

67-9524-413
23

MP

OK

*let approved by
4/14
letter dated 4/14
MP*

3-let

20

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: DIRECTOR'S OFFICE
(Division) (Section, Unit)

Official Position Title: ASSOCIATE DIRECTOR

Rating Period: from APRIL 1, 1963 to MARCH 31, 1964

ADJECTIVE RATING: OUTSTANDING
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: J. Edgar Hoover Director 4-1-64
Signature Title Date

Reviewed by: _____
Signature Title Date

Rating Approved by: _____
Signature Title Date

TYPE OF REPORT

(X) Official
(X) Annual

() Administrative
() 60-Day
() 90-Day
() Transfer
() Separation from Service
() Special

9524-412
23

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3-M

21

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

As Associate Director, Mr. Tolson has the responsibility for many top-level decisions, as well as the control of numerous policies concerning the investigative, administrative and security operations of the FBI. This authority embraces all central headquarters functions and all field offices, both domestic and foreign. He also serves as the channel through which all important instructions come from the Director for implementation and execution. Mr. Tolson, as in the past, has discharged all his assignments superbly and merits the rating of Outstanding for the period April 1, 1963, to March 31, 1964.

Mr. Tolson is one of the finest administrators in Government service and the FBI has indeed profited from his keen intellect, unerring judgment and astute perception. He has been responsible in a great degree, through his exceptional knowledge of the Bureau's budgetary needs, for our reputation for economy of operations and as an agency which returns the maximum benefits to the taxpayer. The work of the Bureau has increased enormously due to the acute international situation; however, Mr. Tolson has assisted in the direction of our activities in such a superlative fashion that our obligations have been properly met in every instance. He has kept a firm hand on the tiller and the Bureau's course has not deviated from that of sound public service.

His value to the Bureau and to me, as Director, is immeasurable and his selfless devotion and dedication to the ideals and principles of the FBI set sterling examples for his associates. The rating of Outstanding is without question well deserved.



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print) SA CLYDE A. TOLSON	Date 1/21/64	Office of Assignment (or SOG Division) SOG
--	------------------------	--

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female) ESTATE	Relationship
---	--------------

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
---	--------------

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female) ESTATE	Relationship
---	--------------

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
---	--------------

Address

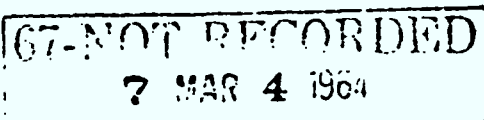
Very truly yours,

Payment Received
Special Agents Insurance Fund

JAN 21 1964

J. Edgar Hoover, Director

Clyde A. Tolson
Special Agent



2-cc

23

December 4, 1963

MEMORANDUM TO MR. ^OTOLSON, Clyde A.

*Executive Offices
*Administrative Div
*Training Div.
*Laboratory Div.
*Crime Records Div.
*Spec. Inves. Div
*Inspection Div.
*General Inves Div
*Domestic Int Div.
*Files and Comm. Div.
*Identification Div

MR. BELMONT, Alan H.
MR. MOHR, John P.
MR. CASPER, Joseph J.
MR. CALLAHAN, Nicholas P.
MR. CONRAD, Ivan W.
MR. DE LOACH, Cartha D.
MR. EVANS, Courtney A.
MR. GALE, James H.
MR. ROSEN, Alex.
MR. SULLIVAN, William C.
MR. TAVEL, William S.
MR. TROTTER, C. Lester.
MISS HOLMES, Edna M.

RE: COMMENDATION, NOVEMBER 25, 1963

I want you to convey my sincere appreciation to the personnel in your division who so graciously volunteered to work on November 25, 1963, in connection with the emergency occasioned by the assassination of the President.

Their devotion to duty and obvious desire to be of assistance and to protect the best interests of the Bureau during this trying time were of the highest caliber and a credit to them. Please extend to all my sincere and heartfelt thanks.

9524-411
Very truly yours, 66

J. Edgar Hoover.

John Edgar Hoover
Director

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

CTP
(16)

Based on memo Davidson to Callahan 12-4-63 re Commendation for Employees Who Worked on Monday, 11-25-63.

MAIL ROOM ☐ TELETYPE UNIT ☐

24



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA Clyde A. Tolson	7/16/63	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	

Address

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
ESTATE	

Address

~~67-NOT RECORDED~~

84 SEP 12 1963

Very truly yours,

Payment Received
Special Agents Insurance Fund

JUL 17 1963

J. Edgar Hoover, Director

Clyde A. Tolson
Special Agent

3-mbm

25

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 6-3-63

FROM : C. R. Davidson *CRD*SUBJECT: *X* President's Award for Distinguished Federal Civilian Service *Beaver*
Clyde D. Tolson

Tolson	_____
Belmont	_____
Mohr	_____
Casper	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Pursuant to the Director's instruction that Mr. Tolson be nominated for captioned award supporting justification and documentation was submitted to the Attorney General by memorandum 1-28-63. It was strongly recommended that the Attorney General consider Mr. Tolson's nomination to the President's Board for final selection. Five such awards are given annually and these are considered the highest honor for career Government employees.

The attached Associated Press article which appeared in the Washington Post 6-2-63 announces the President's selection of five officials for the awards for this year. Those named are as follows:

Alain C. Enthoven, Defense Department, scientist,
 Winthrop G. Brown, Deputy Commandant of the National War College,
 Sherman E. Johnson, Deputy Administrator of the Agriculture
 Department's Economics Research Service,
 David D. Thomas, Director of Federal Aviation Agency's Air Traffic
 Service,
 Fred L. Whipple, Director of the Smithsonian Institution Astrophysical
 Observatory.

RECOMMENDATION:

Submitted for information.

RRB:ves *ves*

(4)

1 - Mr. Callahan

1 - Mr. Mohr

Enclosure

PERS. REC. UNIT

REC 6

25 JUN 10 1963

JUN 14 1963

3 ENCLOSURE

300

26

Kennedy to Present Medals

5 Government Employees To Get Service Awards

Associated Press

President Kennedy announced yesterday his selection of five Federal officials to receive the highest honor paid career government employees.

Mr. Kennedy will present gold medals and citations representing the 1963 President's Award for Distinguished Federal Civilian Service to the five men at a White House ceremony on June 12.

One of the five is Alain C. Enthoven, a 32-year-old Defense Department scientist who will be the youngest recipient of the award, granted annually to groups of career employees since 1957.

The other awards winners are:

Winthrop G. Brown, 55, deputy commandant of the National War College and former ambassador to Laos,

for having "proved his worth as a diplomat in areas important to both our foreign economic and political policy."

Sherman E. Johnson, 66, deputy administrator of the Agriculture Department's Economics Research Service, for playing "a vital role in the development of agriculture programs to better serve the interests of American farmers and the Nation."

David D. Thomas, 50, director of the Federal Aviation Agency's Air Traffic Service, for "having vastly improved the safety of the Nation's controlled airways."

Fred L. Whipple, 57, director of the Smithsonian Institution Astrophysical Observatory at Cambridge, Mass., for developing the optical tracking system used to follow the movements of earth satellites.

Washington Post Sun. 6/2/63

*Memo Davidson &
Callahan 6/3/63
NEB-VOS*

13412 XEROX

JUN 14 1963

66-1626-2

ENCLOSURE

312
2/12/63

Tolson ☒
 Belmont ☒
 Mohr ☒
 Casper ☒
 Callahan ☒
 Conrad ☒
 DeLoach ☒
 Evans ☐
 Gale ☐
 Rosen ☐
 Sullivan ☐
 Tavel ☐
 Trotter ☐
 Tele. Room ☐
 Holmes ☐
 Gandy ☐

(RELEASE AT 6:30 P.M. EDT)

(AWARDS)

WASHINGTON.--PRESIDENT KENNEDY TODAY ANNOUNCED THE SELECTION OF FIVE FEDERAL CAREER OFFICIALS TO RECEIVE HIS 1963 AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE.

THE AWARD IS THE HIGHEST HONOR FOR CAREER EMPLOYEES. IT CONSISTS OF A GOLD MEDAL AND CITATIONS. THE RECIPIENTS WILL BE DECORATED BY THE CHIEF EXECUTIVE JUNE 12 AT A SPECIAL WHITE HOUSE CEREMONY.

THE WINNERS:

WINTHROP G. BROWN, VETERAN FOREIGN SERVICE OFFICER AT THE STATE DEPARTMENT. BROWN, RECENTLY AMBASSADOR TO LAOS, IS NOW DEPUTY COMMANDANT OF THE NATIONAL WAR COLLEGE.

ALAIN C. ENTHOVEN, DEPUTY COMPTROLLER FOR SYSTEMS ANALYSIS, IN THE OFFICE OF THE DEFENSE SECRETARY. ENTHOVEN, 32, IS THE YOUNGEST PERSON EVER TO RECEIVE THE AWARD.

SHERMAN E. JOHNSON, DEPUTY ADMINISTRATOR, FOREIGN ECONOMICS, ECONOMICS RESEARCH SERVICE, DEPARTMENT OF AGRICULTURE. JOHNSON, 66, HAS BEEN WITH THE GOVERNMENT 29 YEARS.

DAVID D. THOMAS, DIRECTOR OF AIR TRAFFIC SERVICE, FEDERAL AVIATION AGENCY.

1846 INDEX

JUN 14 1963

66-16262-312

WASHINGTON CAPITAL NEWS SERVICE
ENCLOSURE

FRED L. WHIPPLE, DIRECTOR, SMITHSONIAN INSTITUTION ASTRO-PHYSICAL OBSERVATORY, CAMBRIDGE, MASS.

"THESE MEN HAVE SIGNIFICANTLY ADVANCED IMPORTANT DOMESTIC AND INTERNATIONAL PROGRAMS AND THEREBY HAVE CONTRIBUTED WITH DISTINCTION TO THE PUBLIC INTEREST," THE PRESIDENT SAID IN A MEMORANDUM SENT TO DEPARTMENT AND AGENCY HEADS. "EACH HAD TRULY EARNED A PLACE OF HONOR AMONG THE MANY MEN AND WOMEN IN THE PUBLIC SERVICE WHO SO ABLY SERVE THE COMMON GOOD."

BROWN WAS CITED FOR HIS IMPORTANT WORK AS A DIPLOMAT, PARTICULARLY FOR THE MANNER IN WHICH HE DEALT WITH THE SERIOUS CRISIS IN LAOS WHILE HE SERVED THERE AS AMBASSADOR FROM JULY, 1960, TO JULY, 1962.

ENTHOVEN WILL RECEIVE THE AWARD FOR "HIS BRILLIANT ANALYSES OF HIGHLY COMPLEX DEFENSE ISSUES...(AND) NOTABLE CONTRIBUTIONS TO THE SOLUTION OF THE MOST CRITICAL DEFENSE PROBLEMS FACING THE NATION."

JOHNSON, AN EXPERT IN AGRICULTURE ECONOMICS, WILL BE CITED FOR HAVING HELPED OTHER COUNTRIES IMPROVE THEIR AGRICULTURE AND THE LOT OF THEIR PEOPLE.

THOMAS, WILL RECEIVE THE AWARD FOR HIS WORK IN IMPROVING "THE SAFETY OF THE NATION'S CONTROLLED AIRWAYS FOR CIVIL AND MILITARY PLANES AND FOR HAVING EXPANDED THESE AIRWAYS FROM 160,000 TO 356,000 MILES." THOMAS SINCE 1956 HAS DIRECTED THE U.S. AIR TRAFFIC CONTROL SYSTEM.

WHIPPLE WILL BE CITED AS THE ASTRONOMER WHO CONCEIVED AND DEVELOPED AN OPTICAL SATELLITE TRACKING SYSTEM WHICH STOOD READY TO TRACK THE FIRST ARTIFICIAL SATELLITE LAUNCHED AND (WHO) HAS SINCE PROVIDED VALUABLE SCIENTIFIC DATA."

IT WAS WHIPPLE WHO ARRANGED FOR THE PERSONNEL AND EQUIPMENT TO BE IN READINESS FOR SUCCESSFUL TRACKING FOR SPUTNIK I, THE FIRST RUSSIAN ORBITAL SATELLITE.

6/1--JD103PED

66-16262-312
ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 4-17-63

FROM : C. R. Davidson

SUBJECT: MRS. FRANCES ARNOLD
 Wife of Judge Thurman Arnold,
 Former Assistant Attorney General
 SPECIAL TOUR OF FBI

Tolson _____
 Belmont _____
 Mohr _____
 Casper _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

Mrs. Arnold and her two granddaughters were afforded a special tour of the Bureau's facilities on 4-17-63 by SA Samuel Ray Burns, Personnel Section, Administrative Division.

During the tour Mrs. Arnold stated she and Judge Arnold have always had great admiration for the Director, Mr. Tolson and the FBI. She was most appreciative of the tour and requested that her thanks be conveyed to Mr. Tolson for arranging the tour.

SRB:crt
 (4)

1 - Mr. Tolson
 1 - Tour Room

REC-114

13 APR 23 1963

XEROX

APR 30 1963

67 NOT RECORDED

7 MAY 1 1963

144

20

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: CLYDE A. TOLSON

Where Assigned: Director's Office
(Division)

(Section, Unit)

Official Position Title: Associate Director

Rating Period: from April 1, 1962 to March 31, 1963

ADJECTIVE RATING: OUTSTANDING
Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by:

J. Edgar Hoover

Director

4-1-63

Signature

Title

Date

Reviewed by:

Signature

Title

Date

Rating Approved by:

Signature

Title

Date

TYPE OF REPORT

☒ Official
☒ Annual

REC-150

☐ Administrative

☐ 60-Day

☐ 90-Day

☐ Transfer

☐ Separation from Service

☐ Special

10 APR 15 1963 47

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67-9524 - 409

43

3. *mu*

31

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR**

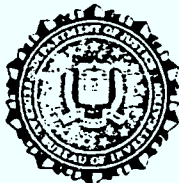
As Associate Director, Mr. Tolson has continued his extremely high level of performance which merits a rating of Outstanding for the period April 1, 1962, to March 31, 1963.

Mr. Tolson, through his foresight, executive talent and administrative ability has contributed immeasurably to the successful discharge of the Bureau's ever-increasing responsibilities and obligations in the security and criminal fields. On a day-to-day basis, he affords me the full benefit of his power of penetrative analysis, indomitable enthusiasm and sage counsel in numerous and difficult decisions.

Charged with the major responsibility as the "watch-dog" of our budget, Mr. Tolson deserves considerable credit for the Bureau's splendid reputation as a Government agency which returns dividends to the taxpayer. In his supervisory duties in connection with expenditures and operations, he brings the tactics of good business and the techniques of corporate management. He accompanies me on my yearly appearance before the House Appropriations Subcommittee and his experience and knowledge of budgetary matters have been invaluable.

Quietly efficient, selfless in dedication to duty, supremely loyal to the FBI and to his country, Mr. Tolson epitomizes the ideal civil servant. He has more than earned a rating of Outstanding.

ASSOCIATE DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 2, 1963

Honorable J. Edgar Hoover
Federal Bureau of Investigation
Washington, D. C.

Dear Boss:

Thank you very much for your letter enclosing an honorary membership card in the Federal Bureau of Investigation Recreation Association.

I am very pleased to receive this honorary membership and you may be sure that the FBI Recreation Association will always receive my deep interest in and support of its activities.

With kind regards,

Sincerely,

C. J. Dalton

67-9524-410	
Searched	Numbered
2 MAY 20 1963	

1 MAY 20 1963

3-enc

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: March 11, 1963

FROM : N. P. Callahan *nd*SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Conrad	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Pursuant to your instructions that all members of the Executive Conference be given Outstanding annual performance ratings, there is attached such a rating in duplicate covering Mr. Tolson's services from April 1, 1962, through March 31, 1963.

It is respectfully suggested that your signature be affixed to both the original and the copy of the rating reflecting you as the Rating Official. The rating will be forwarded to Deputy Attorney General Nicholas deB. Katzenbach on April 1, 1963, for approval by the Efficiency Awards Committee of the Department, in accordance with the provisions of the Performance Rating Program.

When the rating has been approved by the Committee and returned to the Bureau, a copy will be directed to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a cash incentive award and it has been customary in the past to approve awards of \$500.00 for officials of Mr. Tolson's rank for Outstanding performance ratings. Incentive Awards for Outstanding ratings are in accordance with provisions of the Incentive Awards Plan.

RECOMMENDATION:

(1) That you, as Rating Official, sign the original and copy of the Outstanding performance rating for Mr. Tolson and upon approval of the rating by the Efficiency Awards Committee of the Department he be approved for an incentive award of \$500.00.

Enclosures (2)

RRB:ctptp

(2)

APR 15 1963

47

REC-150

67-9 524 - 1108	
Search 1	Number 3 - 48
APR 15 1963	

3 - *mu*

34

April 9, 1963

PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

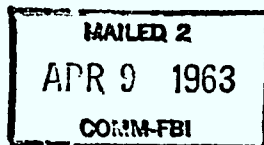
Dear Clyde:

I am happy to advise you that your services have merited an Outstanding performance rating for the period April 1, 1962, to March 31, 1963. This rating has been approved by the Efficiency Awards Committee of the Department and you may retain the enclosed copy.

You have continued to serve the Bureau well and, as a token of my deep appreciation, I have approved an incentive award for you in the amount of \$500.00. Enclosed is a check for \$410.00, which represents the award less withholding tax. It is my hope that I may continue to have you as my valued associate for years to come.

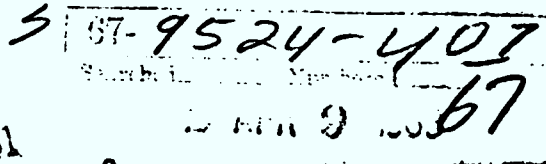
Sincerely,

J. Edgar Hoover



Enclosures (2)

1 - Miss Usilton (Sent Direct)



Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

LRH:bjb
(4)

APR 8 11 30 AM '63

Award #1033-63
NOTE: Salutation per file.

MAIL ROOM ☐ TELETYPE UNIT ☐

mpc
gmc

35



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA CLYDE A. TOLSON	3/5/63	SOG

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

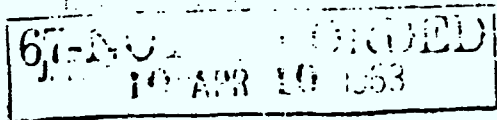
Name (primary beneficiary; use given first name if female)	Relationship
ESTATE	
Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

For the Director
Special Agents Insurance Fund

Clyde A. Tolson
Special Agent



3-nd
36

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Evans *W*

DATE: March 29, 1963

FROM : W. V. Cleveland *WV*
President, FBIRASUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
35TH ANNIVERSARY 4/2/63

Tolson	_____
Belmont	_____
Mohr	_____
Casper	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

In view of the FBIRA policy of granting honorary membership in the FBIRA to employees completing 35 years of Bureau service, attached is a letter for the Director's signature to Mr. Clyde A. Tolson who will complete 35 years of service on April 2, 1963.

After approval and signature, it is requested that the letter be returned to my office in order that the honorary membership card may be attached before mailing.

Enclosure *WV*

REC-150

WVC:mkr

-3- *mkr*

67- 9524-406
Searched _____
10 APR 3 1963

51 9 APR 8 1963

37

April 2, 1963

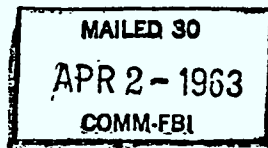
PERSONAL

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

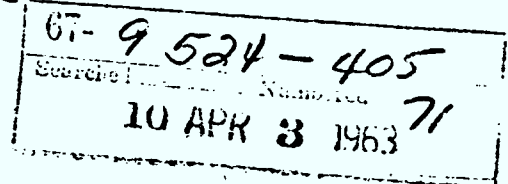
Dear Clyde:

Upon your completion of thirty-five years of Bureau service, I am indeed happy to enclose an honorary membership card in the Federal Bureau of Investigation Recreation Association.

In accordance with the policy governing such memberships, you may retain this card until you cease duty. I hope we may look forward to your continued support of FBIRA activities for many more years.



REC-150
Sincerely,
J. Edgar Hoover



Enclosure

NOTE: See memo W. V. Cleveland to Mr. Evans dated 3/29/63 re Clyde A. Tolson. WVC:mkr

WVC:mkr
-4-

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

APR 1 1963
J. Edgar Hoover

38

UNITED STATES GOVERNMENT

*Memorandum*TO : Mr. Evans *E*

DATE: 2/27/63

FROM : W. V. Cleveland *WVC*
President, FBIRASUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
35TH ANNIVERSARY 4/2/63

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Casper	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Mr. Tolson will complete 35 years of service on April 2, 1963.

FBIRA policy is to grant employees completing 35 years' service with the Bureau honorary membership in the FBIRA.

RECOMMENDATION:

That this memorandum be referred to the Exhibits Section in order that an appropriate honorary membership card can be prepared for Mr. Tolson and that it be returned to me in order that an appropriate letter for the Director's signature can be prepared in sufficient time to coincide with his anniversary.

WVC

1 - Exhibits Section

WVC:mkr

-3-

mkr

*Completed
in Exhib. Sect.
3/4/63*

U.S. DEPARTMENT OF JUSTICE

FBI

APR 1 1963

FBI - NEW YORK

67-9524-40	
Searched	Numbered 13
1 APR 2 1963	

134
9 APR 5 1963

3/11/63
39

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: January 28, 1963

FROM : J. P. Mohr

SUBJECT: ~~President's Award for Distinguished Federal Civilian Service~~

Tolson _____
 Belmont _____
 Mohr _____
 Casper _____
 Callahan _____
 Conrad _____
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 Evans _____
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 Tele. Room _____
 Holmes _____
 Gandy _____

Clyde A. Tolson

This award represents the highest honor available to civilian career employees of the Federal Government and is the one for which you desired Mr. Tolson to be nominated this year. Nominations are submitted through heads of departments to a six-man board which makes recommendations to the President for final approval. In 1962, this board was composed of Chairman James E. Webb, Administrator, National Aeronautics and Space Administration; members Robert F. Kennedy, Attorney General; Arthur J. Goldberg, former Secretary of Labor now Associate Justice of the United States Supreme Court; Roswell L. Gilpatric, Deputy Secretary of Defense; and Roger W. Jones, Special Consultant to the Director, Bureau of the Budget; and Executive Secretary John W. Macy, Jr., Chairman, United States Civil Service Commission. It has been determined that Mr. Webb is again the Chairman of this board; however, other members are not definite.

Attached for your approval and transmittal to the Attorney General is a memorandum with supporting documents for the purpose of submitting Mr. Tolson's name as a candidate for nomination by the Attorney General as the head of the Department of Justice to receive one of the President's Awards this year. The material has been prepared in accordance with instructions and specifications outlined in a memorandum from Mr. S. A. Andretta, Administrative Assistant Attorney General, dated January 11, 1963. The deadline for submission is February 18, 1963.

Although Mr. Andretta's memorandum indicated nominations should be forwarded to his office, it is felt that you would want it sent to the Attorney General. Therefore, a copy of the transmittal letter has been designated for Mr. Andretta.

ENCLOSURE

Enclosures - Sent 1-29-63

RRB:crt
(2)

I heartily concur.

REC-113

67-9524-403

Searched

Numbered

1 MAR 29 1963

1 APR 2 1963

Proposed Nominations
of
Clyde A. Tolson, Associate Director
Federal Bureau of Investigation
As Candidate for the
President's Award
for
Distinguished Federal Civilian Service

Submitted by

J. Edgar Hoover

Director, FBI

January 1963

41



CLYDE A. TOLSON
ASSOCIATE DIRECTOR
FEDERAL BUREAU OF INVESTIGATION

12

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR
FEDERAL BUREAU OF INVESTIGATION**

**BIOGRAPHICAL SKETCH
January, 1963**

Mr. Clyde Anderson Tolson was born on May 22, 1900, at Laredo, Missouri. He attended grade school and high school in Laredo and graduated from business college in Cedar Rapids, Iowa. After coming to Washington, D. C., Mr. Tolson continued his education receiving A.B. and LL.B. degrees from George Washington University. In 1947, he was a recipient of the Alumni Achievement Award given in recognition of his distinguished public service. Mr. Tolson is a member of the District of Columbia Bar and has been admitted to practice before the United States Supreme Court. He is a Baptist, a Mason and unmarried; he is a member of the Sigma Nu Fraternity and the Phi Delta Phi Legal Fraternity. His address is 4000 Massachusetts Avenue, Northwest, Washington 16, D. C. Hillory A. Tolson, Assistant Director, National Park Service, United States Department of the Interior, is a brother.

For no less than 44 of his 62 years, Clyde Tolson has devoted his ambitions, personal interests, talents, time and boundless energy to unstinting and loyal duty in the service of the United States Government. In an early manifestation of the patriotic zeal which has characterized his distinguished career, Mr. Tolson at age 18 accepted an appointment as Stenographer in the War Department on July 12, 1918. As a result of maturity and competence far beyond his years, he was designated a Confidential Clerk in the Office of the Secretary of War in 1920, and in this capacity served with distinction under Secretaries Newton D. Baker, John W. Weeks and Dwight F. Davis.

On April 2, 1928, Mr. Tolson accepted what he planned to be "short-term" employment in the FBI. Instead, this initial association with the FBI and Director J. Edgar Hoover developed into

a career which has spanned three decades and has witnessed the notorious gangster era of the 1930's, World War II, the Korean military conflict and the present-day national menaces of crime and subversion in America.

Because of his innate intelligence, dogged determination, forthright manner and unerring ability to produce extraordinary results in a minimum of time, he attracted the personal attention of Director Hoover, rapidly assumed higher responsibilities and rose through the ranks. On February 10, 1947, he was appointed Associate Director, exercising administrative control over all phases of FBI operations and serving as Chief of Staff directly responsible to the FBI Director, and appropriately described as his "strong right arm."

PROPOSED CITATION FOR SIGNATURE OF THE PRESIDENT

CLYDE A. TOLSON

As Associate Director of the FBI, he has through superior ability, sacrifice and devotion to duty assisted its Director, J. Edgar Hoover, in furthering the professionalization of American law enforcement.

During his zealous and dedicated service of more than thirty-four years in the Federal Bureau of Investigation he has personified the principle of "justice for all"--ferreting out the lawbreaker and protecting the innocent.

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR
FEDERAL BUREAU OF INVESTIGATION**

STATEMENT OF ACHIEVEMENTS

The FBI is the investigative arm of the Department of Justice. It is charged with the responsibility of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest and performing other duties imposed by law or authoritative request. The jurisdiction of the FBI encompasses the fields of civil and criminal law, internal security, espionage and general domestic intelligence. In addition, the FBI serves as the hub of cooperative functioning among law enforcement agencies in America, furnishing considerable leadership and assistance in scientific crime detection and prevention, training, fingerprint and identification techniques and police administration.

Mr. Tolson's career forms a singularly significant, although unheralded, chapter in the history of the FBI. From the position of Special Agent in 1928, he advanced rapidly on the basis of personal scholarship and merit to assignment as Chief Clerk at FBI Headquarters in Washington, D. C., in 1930 and since that time has continued on the staff of the FBI Director. In 1931, he was appointed an Assistant Director and in 1936, was named an Assistant to the Director. In order to accurately designate Mr. Tolson's position as his "second in command," FBI Director Hoover in February, 1947, created the new position of Associate Director, which Mr. Tolson has held since that time. In this capacity, Mr. Tolson exercises broad supervision over the comprehensive and complex personnel, administrative and investigative operations of the FBI.

His imaginative genius, astute judgment and diligent dedication to public service are mirrored in the development and growth of the FBI. An organization with 30 field offices and less

than 600 personnel in 1928, the FBI today has 55 field offices and more than 14,000 employees. In regard to jurisdictional responsibilities the Bureau has developed to an even more marked degree. In 1928, the FBI's jurisdiction covered less than 50 Federal crimes while today this has increased to some 168 matters over which it has control. Highlighting the additional obligations given to the FBI was the new legislation enacted to stem the tyrannical hordes of gangsters in the early 1930's, which included the Federal Kidnaping, Extortion and Bank Robbery Statutes and the Fugitive Felon Act. Another important milestone was the proclamation by the President in 1939 designating the FBI as the clearinghouse and coordinating agency for all matters bearing on internal security in the Nation. In 1961, in a vital blow at organized crime, three Federal statutes concerning interstate activity in connection with gambling and racketeering were enacted and placed under the jurisdiction of the FBI.

Over the years, in the process of absorbing these new obligations and effecting the successful discharge of the ever-increasing responsibilities of this organization, Mr. Tolson has contributed immeasurably through his foresight, executive talent and administrative ability.

Mr. Tolson on a day-to-day basis affords Director Hoover the full benefit of his power of penetrative analysis, indomitable enthusiasm and sage counsel in the numerous and difficult decisions which have built the present-day FBI.

The Identification Division, the Nation's repository of fingerprints, began in 1924 with 810,188 fingerprint cards and as of January 1, 1963, there were no less than 165,555,608 cards on file. The FBI Laboratory, inaugurated in 1932, established an all-time high record of 231,456 scientific examinations during the fiscal year ending on June 30, 1962. The FBI's Uniform Crime Reporting program, started in 1930, today boasts more than 13,000 contributing agencies, and services not only law enforcement agencies but also government planners and sociologists in providing current crime trends.

As Chief of Staff at FBI Headquarters and as Mr. Hoover's principal assistant, Mr. Tolson has personally participated in the planning and direction of the FBI Laboratory and Identification Division and other components of this Bureau as they achieved an extraordinary scientific and technological record.

In addition to his administrative prowess and guidance over the years, Mr. Tolson has distinguished himself by courageous action in some of the most dangerous missions of the FBI. In the decade of the turbulent thirties, Mr. Tolson, side by side with Director Hoover, participated in raids and arrests of badly wanted fugitives. When Mr. Hoover personally arrested the notorious Alvin "Creepy" Karpis at New Orleans, Louisiana, Mr. Tolson was alongside covering this underworld killer with his gun. In the field of internal security, Mr. Tolson played a prominent part in the investigation, location and capture, and subsequent trial of the eight Nazi saboteurs who landed on America's shores in 1942.

Charged with major responsibility as the "watch-dog" of the FBI's budget, Mr. Tolson deserves considerable credit for the FBI's illustrious reputation as a government agency which returns dividends to the taxpayer. In his supervisory duties in connection with expenditures and operations, he brings to the FBI the tactics of good business and the techniques of efficient corporate management. Each year when FBI Director J. Edgar Hoover appears before the House of Representatives Subcommittee on Appropriations, Mr. Tolson accompanies him on the basis of his experience and knowledge of budgetary matters. The spartan economy practices of the FBI have won the respect and admiration of the members of Congress as well as the American people. Typical is the report of Mr. Hoover to the Attorney General this year wherein he disclosed that fines, savings and recoveries in FBI cases rose to an all-time high of \$174,561,341--a sum which represents a return of \$1.37 for every dollar appropriated for the FBI in the fiscal year ending June 30, 1962.

For the past eight years, Mr. Tolson has earned an "Outstanding" annual performance rating. Quietly efficient, selfless in dedication to duty, supremely loyal to his organization and country, Mr. Tolson has truly carved a long and distinguished career in Government service. His outstanding attitude and career aspirations are simply and sincerely expressed in his statement, "I like my work. The satisfaction that comes with doing my job is enough for me. I have no other ambition in life."

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: January 25, 1963

FROM : Mr. Callahan

SUBJECT: CLYDE A. TOLSON
35th Anniversary 4-2-63
SERVICE AWARD

Tolson	_____
Belmont	_____
Mohr	_____
Casper	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Gale	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

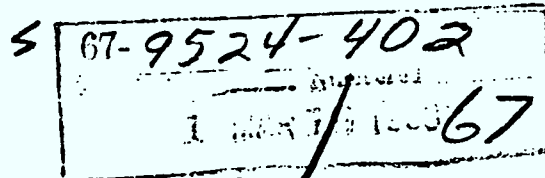
Mr. Tolson, Associate Director, will complete 35 years of Bureau service on 4-2-63, having entered on duty with the Bureau on 4-2-28.

RECOMMENDATION

It is recommended that a scroll, similar to the ones prepared for other anniversaries commemorating 35 years of Bureau service, be prepared by the Exhibits Section for Mr. Tolson's 35th Anniversary on 4-2-63.

1 - Mr. Gauthier

RRB:dks
(3)



REC-137

57

52

February 5, 1963

Mr. Dana F. Kellerman
Associate Editor
Country Beautiful
15330 Watertown Plank Road
Elm Grove, Wisconsin

Dear Mr. Kellerman:

I have received your letter of January 30, 1963, and appreciate your interest in writing.

With reference to your inquiries, I became confidential secretary to the Secretary of War in 1920 and I was named Assistant to the Director of the FBI in 1936, as set forth in Mr. Riordan's article.

I will be looking forward to receiving copies of the issue containing his article.

Sincerely yours,

Clyde Tolson

Clyde Tolson

JVA:jaf jaf
(5)

NOTE: See Jones to DeLoach memo, 2-4-63, captioned "ARTICLE ON MR. TOLSON BY FORMER SPECIAL AGENT ROBERT RIORDAN FOR COUNTRY BEAUTIFUL."

LB
Tolson _____
Belmont _____
Mohr _____
Casper _____
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Conrad _____
DeLoach _____
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Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

COUNTRY

15330 Watertown Plank Road • Elm Grove, Wisconsin • Phone: Milwaukee, SUNset 6-7330

BEAUTIFUL

January 30, 1963

Mr. Clyde A. Tolson
4000 Massachusetts Ave., N.W.
Washington 16, D. C.

Dear Mr. Tolson:

In connection with a feature article about you which COUNTRY BEAUTIFUL is planning, several discrepancies have arisen which need clarification.

According to our article, written by Robert Riordan, you became confidential secretary to the Secretary of War in 1920, while your biography in "Who's Who in America" lists the year as 1919.

Also, Mr. Riordan states you were named assistant to the director in 1936, while "Who's Who" lists the year as 1938.

We would very much appreciate your letting us know which of the above dates are correct. Because the article is scheduled for our April issue, we would be most grateful for an early reply.

We will, of course, be sending you extra copies of the issue in which the article about you appears at the time of publication.

Meanwhile, thank you in advance for your cooperation.

Sincerely,

Dana F. Kellerman

Dana F. Kellerman
Associate Editor

From 6 to 6:30 p.m. 2/1/63 for file
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ack 2-5-63
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8/1/63

58

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: 2-5-63

FROM : M. A. Jones *MAJ*

SUBJECT: *(Include)* ARTICLE ON MR. TOLSON
 BY FORMER SPECIAL AGENT ROBERT RIORDAN
 FOR HOUSE BEAUTIFUL

Tolson _____
 Belmont _____
 Mohr _____
 Casper _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Gale _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

By letter of 1-30-63, Dana Kellerman of "Country Beautiful" has written Mr. Tolson regarding the article on Mr. Tolson which was written by former Special Agent Robert Riordan for that magazine. Kellerman indicates that Riordan's article states that Mr. Tolson became confidential secretary to the Secretary of War in 1920 while "Who's Who in America" lists the year as 1919; he also notes that Riordan's article states Mr. Tolson was named Assistant to the Director in 1936, while "Who's Who" lists the year as 1938. He asks that he be advised of the correct dates.

In November, 1962, SAC Milwaukee furnished Mr. Tolson a letter from former Special Agent Riordan along with Mr. Riordan's article on Mr. Tolson which he had written for "Country Beautiful." The article was reviewed and found to be very favorable and accurate except for minor discrepancies in dates on page two which were corrected. One of the corrections consisted of changing the date that Mr. Tolson became confidential secretary to the Secretary of War from 1919 to 1920, the latter date being the one appearing in data in Mr. Tolson's personnel file. The middle of page two refers to Mr. Tolson's being moved up to Assistant of the Director in 1936, which is the correct date.

It is felt that Mr. Tolson may wish to write Kellerman advising him that with reference to his inquiries, the dates 1920 and 1936 are correct.

It is felt that when biographical data of Mr. Tolson is furnished for a new edition of "Who's Who in America," the date 1919 as the date Mr. Tolson became Confidential Secretary to Secretary of War be changed to 1920; and the date 1938 as date he became Assistant to the Director be changed to 1936.

RECOMMENDATION:

1. That the attached letter over Mr. Tolson's signature be sent to Mr. Kellerman.

REC-131

Searched

Numbered

9524-400
9 FEB 8 1963

JVA:bsb (5)

(Recommendation continued next page)

18
19
10/10/63
10/10/63
10/10/63

for
53

M. A. Jones to DeLoach memo
Re: Article on Mr. Tolson
by former Special Agent Robert Riordan
for Country Beautiful

2. That when biographical data on Mr. Tolson is next furnished for "Who's Who in America" the date 1920 be inserted as the date when he became Confidential Secretary and the date 1936 be inserted as date he became Assistant to the Director.

RH

*JPM
Riordan*

FEB 2 11 42 AM '93

FBI

- 2 -

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REC-130

The Attorney General

January 29, 1963

Director, FBI

President's Award for Distinguished Federal Civilian Service

Pursuant to the memorandum of January 11, 1963, addressed to heads of divisions, bureaus and offices by Administrative Assistant Attorney General S. A. Andretta, I am hereby submitting the name of Clyde A. Tolson as a candidate for the President's Award for Distinguished Federal Civilian Service as provided by Executive Orders 10717 and 10979. I believe the supporting justification and other documentation accompanying this nomination are more than adequate but if for any reason you desire additional material, I shall be pleased to promptly supply it on request.

I, of course, feel that Mr. Tolson is most deserving and therefore strongly recommend that you consider his nomination to the President's Board. I shall be pleased to supply additional copies of the attached material if needed.

Enclosures (6)

1 - Mr. S. A. Andretta
Administrative Assistant Attorney General

RRB:crt
(5)

Based on memorandum J. P. Mohr to the Director dated 1-28-63, RRB:crt

Tolson _____
Belmont _____
Mohr _____
Casper _____
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53

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

January 11, 1963

Clyde A. Tolson

MEMORANDUM TO HEADS OF DIVISIONS, BUREAUS AND OFFICES

SUBJECT: ~~President's~~ Award for Distinguished Federal Civilian Service

The President's Award for Distinguished Federal Civilian Service represents the highest honor available to civilian career employees of the Federal Government. It is awarded each year by the President to five employees for exceptional achievements of outstanding importance.

Attached are the criteria and instructions for submitting nominations this year. The nominations should be forwarded to this office no later than February 18, 1963.

S. A. Andretta
Administrative
Assistant Attorney General

*Memo to the Director
1-28-63
RFB-bkk*

REC-130

cut
9524-399

3 JAN 22 1963

mb

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10717, as amended by Executive Order 10979, establishes the President's Award for Distinguished Federal Civilian Service and provides that generally not more than 5 such awards shall be made in any one year. The Order also created the Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

CRITERIA TO BE MET FOR NOMINATIONS

The award may be presented for the best achievements having current impact in improving government operations or serving the public interest. These achievements shall exemplify

- (a) Imagination in developing creative solutions to problems in government;
- (b) Courage in persevering against great odds and difficulties;
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed.

Federal employees serving by presidential appointment in non-career positions are not eligible for the award.

WHO SHALL MAKE THE NOMINATIONS

Nominations are invited from the heads of the departments and agencies for exceptional achievements of employees of their own agency, or employees of other agencies when they have knowledge of such achievement.

100-9524-399

PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients.

FORM AND CONTENT OF NOMINATIONS

1. Nominations shall be submitted in six copies so that each Member of the Board may have a copy to review.
2. Each copy of each nomination shall be multilithed, xeroxed, mimeographed, or in original typing, single space on one side of 8"x10 $\frac{1}{2}$ " pages.
3. Each nomination shall contain the following information in the following order:
 - A. A photograph.
 - B. First page - a brief biographical sketch, covering significant employment, educational and personal data.
 - C. Second page - a proposed citation for the signature of the President. The proposed citation shall contain from 50 to 65 words in two-paragraph form, and shall highlight the significance of the individual's achievement.
 - D. Additional pages containing not more than 2500 words:
 - o Stating the achievement in non-technical language and showing how the nominee was personally responsible for it.
 - o Describing its impact in improving government operations or in serving the public interest. This should specify the tangible and intangible benefits.
 - o Giving examples of the qualities of the nominee which made the achievements possible.
 - E. A statement describing any other awards received by the employee.
4. Each copy of a nomination shall be enclosed in a 9 $\frac{1}{4}$ "x11 $\frac{1}{2}$ " folder (Beaverite Folder, Style D-102, Federal Stock #44-52, or equivalent).
5. If desired, supporting or technical material may also be submitted as a supplement to the nomination. There is no limitation on the amount of such material that may be submitted. However, any supporting material should be submitted separately in bound form, rather than included with the material in the Beaverite folder.

12-24-62

PLAIN TEXT

TELEGRAM

NIGHT LETTER-PREPAID

MR. CLYDE TOLSON
FEDERAL BUREAU OF INVESTIGATION
NEW YORK, NEW YORK

ALL OF YOUR ASSOCIATES IN THE CRIME RECORDS DIVISION
JOIN WITH ME IN SENDING YOU A MESSAGE OF GOOD CHEER AND
WISHING YOU A VERY MERRY CHRISTMAS AND A HAPPY NEW YEAR.

SINCERELY,

C. D. DELOACH

5 67-9524-398
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4 DEC 28 1962 81

REC-135

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(4)

Tolson _____
Belmont _____
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MAIL ROOM ☒ TELETYPE UNIT ☐

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION
DEC 24 1962
WESTERN UNION

FEDERAL BUREAU OF INVESTIGATION
COMMUNICATIONS SECTION
DEC 24 1962

WESTERN UNION

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WUX BI WASHINGTON DC 24

MR CLYDE TOLSON

FEDERAL BUREAU OF INVESTIGATION 201 EAST 69TH STREET
NEW YORK NEW YORK

ALL OF YOUR ASSOICATES IN THE CRIME RECORDS DIVISION
JOIN WITH ME IN SENDING YOU A MESSAGE OF GOOD CHEER AND
WISHING YOU A VERY MERRY CHRISTMAS AND A HAPPY NEW YEAR.

SINCERELY

C D DELOACH.

GD

2534 N. 67th St.
Wauwatosa 13, Wis.
Nov. 16, 1962

Mr. Clyde A. Tolson
Associate Director
Federal Bureau of Investigation
U.S. Department of Justice
Justice Building
Washington, D.C.

Dear Mr. Tolson:

I am a former special agent who came into the Bureau from the newspaper business August 16, 1943, and left it to return to the staff of the Milwaukee Sentinel in October, 1945. During the Sentinel strike last summer, which culminated in the sale of the paper, I began "beefing up" my free-lance activities, accepted an instructorship in advanced reporting at my alma mater, the Marquette University College of Journalism, and took on the editorship of LET'S SEE, a regional magazine published here.

One of my free-lance contacts has been a new national monthly magazine called COUNTRY BEAUTIFUL, also published here (copy enclosed). In a recent conference with the publisher and the editor, I was told they were planning a series of brief profiles giving recognition to individuals who have made significant contributions in their fields, but who have never been limelighted to a degree commensurate with their achievement.

Within the first five minutes of being asked whether I had any ideas for this series, I thought of you. We never met during my service in the Bureau (although we came close one morning during the 1943-44 cold snap in Florida, which necessitated an emergency delivery of winter underwear to Miami Beach!) But as I have suggested in the enclosed article, no one serves for long in the Bureau without becoming aware of and impressed by your distinguished career. It seemed to me the archetype of the story the COUNTRY BEAUTIFUL people are looking for -- and especially timely in view of your forthcoming 35th anniversary.

I prepared the enclosed article and showed it to COUNTRY BEAUTIFUL, with the understanding that I wanted to clear with you if this was the sort of thing they wanted. The editor likes the piece and wants to use it. I explained to him, as I will now to you, that my sources were my own recollections of Bureau service; the remarks of Hugh Clegg to New Agents Class 21 on the morning of August 16, 1943; your biography in WHO'S WHO, and the material published in 1954 in LOOK magazine and NATION'S BUSINESS.

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1962

11/20/62
JTB: [unclear]

23

-2-


I would like to ask of you the favor of verifying the factual references I have used, and of supplying any additional data you feel would improve the story (the format of the series, however, will require that the over-all length of the article stay about where it is now).

Specifically, I would like to ask if you could give me a brief quote to amplify the one which now concludes the article --- a comment, perhaps, on the essential characteristics of the Bureau as you have come to know them through the years, and their significance for the future of the Bureau and the nation it serves.

COUNTRY BEAUTIFUL would also like a picture to play on the facing page opposite the article, and they would prefer a desk or "action" pose to the conventional head-shot. Could you oblige? There is, as always, some pressure of time on this, since the magazine is about to begin work on the March issue in which I gather it would probably appear.

Thank you for whatever cooperation you can extend --- and congratulations in advance on next April 2.

Best regards,



Robert J. Riordan

2 enc

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HOOVER --- AND TOLSON

The "We" of the FBI

A new class of special agents in training for the Federal Bureau of Investigation is confronted with a staggering array of information -- from the elements of the Migratory Bird Act to the approved bed-making method required at the FBI Academy in Quantico. But one of the first things they are told to remember, perhaps before noon of their first day, is a quote from Director John Edgar Hoover:

"The FBI is a 'We' -- not an 'I' -- organization."

There may be some tendency at the outset to file this away as one of those nice things people like to say about their organizations. But very shortly, a new special agent begins to appreciate that this sentiment is behind the efficiency and esprit de corps of a brand of teamwork rarely matched anywhere else in private or public life. And a little later, he realizes that the "We" idea goes all the way to the top. He realizes this when he learns some of the background and significance of Associate Director Clyde Anderson Tolson.

The significance of Clyde Tolson and his position is that John Edgar Hoover long ago built into the FBI an "alternate part" even for himself --- and Clyde Tolson is It.

Tolson celebrates his 35th anniversary in the FBI on April 2 (1963), and for most of his Bureau years he has been Hoover's alter ego, closest personal friend, and the closest thing to a co-director the Bureau has ever had.

Yet few people outside the FBI, the Justice Department, and the Congress of the United States are aware of Clyde Tolson -- mainly because his passion for anonymity has kept it that way.

ORIGINAL RETURNED TO SENDER
more

63

add one HOOVER -- AND TOLSON

Now 63, Tolson was born near Laredo, Mo., studied at the Cedar Rapids, Ia., Business College, and came to Washington when he was 18 to work as a clerk in the War Department. His skill in drafting letters impressed Secretary Newton D. Baker, and he became confidential secretary to the Secretary of War from 1919¹⁹²⁰ to 1928, serving Baker, John W. Weeks, and Dwight F. Davis. Meanwhile, in the tradition of Hoover and many another top man in the FBI, Tolson attended night classes at George Washington University to get his B.A. degree in 1925, and his law degree in 1927. *

He caught Hoover's attention on his very first overture to the FBI. With candor that is characteristic, he explained on his application that he wanted to work for the FBI a while to accumulate some cash and experience so he could go back to Cedar Rapids and practice law. Struck by this blunt honesty, Hoover said, "Hire him," and made him an assistant director ^{three} two years later. Tolson moved up to assistant to the director in 1936, and in 1947 assumed the post of associate director which Hoover created for him. *

His career has covered the whole spectrum of Bureau activities. When Hoover went to New Orleans in 1936 to take personal charge of the arrest of Alvin Karpis, Public Enemy No. 1 of the day, Tolson was at Hoover's side with a covering gun, and this same team led the arrests of such mobsters as Harry Campbell, John Seadlund and Harry Brunette. Tolson was on hand also for the apprehension of Roger Touhy and Basil Banghart in Chicago in 1942.

But despite his familiarity with the field, Tolson has made his major contribution as Hoover's "strong right arm" in administration and finance. He has traditionally presided over the daily conference of top echelon FBI executives, screening the Bureau's activities and deciding which matters should be brought to Hoover's attention.

more
64

add two HOOVER -- AND TOLSON

He is the architect of the Bureau's budget --- always a masterpiece of self-imposed economy and restraint. It has been known to worry Congressmen who fear the Bureau is not asking for enough money, and its reception on Capitol Hill has been known to plunge other federal agencies into paroxysms of envy.

Tolson's closeness to Hoover extends even to some physical characteristics. Both men have stocky medium builds, and the light-footed, quick-moving style of former athletes. Both are precise in speech and manner; both demonstrate their passion for neatness and abhorrence for sloppiness in their orderly desks and dress. There are even some who say Tolson's half-smile resembles Hoover's.

Both are bachelors, and usually eat dinner together after work -- to talk shop about the FBI, which is reputedly Tolson's after-hours hobby. Whatever his hobby may be, there is no doubt about Tolson's vocation. When asked a few years ago where he planned to "go from here," Tolson replied:

"Nowhere, I hope. I like my work. The satisfaction that comes with doing my job is enough for me. I have no other ambition in life."

##

65



UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to
File No.

Post Office Box 663
Milwaukee, Wisconsin
November 19, 1932

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Gurnea	_____
Mr. Harbo	_____
Mr. Hendon	_____
Mr. Jones	_____
Mr. Quinn	_____
Mr. Nease	_____
Miss Gandy	_____

Mr. Clyde A. Tolson
Associate Director
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tolson:

I am enclosing a personal letter to you, an article entitled "Hoover --- and Tolson, The 'We' of the FBI" and a copy of the November issue of the "Country Beautiful" magazine furnished to me by Mr. Robert J. Riordan at lunch today.

Bob Riordan and the writer were in the same new agents training class in August, 1943. He resigned in 1945 to re-enter the newspaper business and has served on the Milwaukee Sentinel staff as a feature writer and is now in free lance writing. He has been a good friend of the Bureau since his resignation and has written articles for "The Wisconsin Sheriff and Deputy Sheriffs" magazine here concerning the FBI. While on the Sentinel staff he wrote favorable articles concerning the Bureau for which the Sentinel received cordial letters from the Director.

The indices of the Milwaukee Office were searched concerning the "Country Beautiful" and staff of this magazine and no derogatory information was found. I intend to submit Riordan as an SAC contact as I feel he can, on a continuing basis, be helpful in promoting complimentary articles concerning the FBI and used by the Bureau in this manner.

I have read the proposed article concerning your Bureau career and recommend that favorable consideration be given to publishing it. Since Riordan has until about November 30, 1932 for submission to the magazine I would appreciate it, if you approve, if you would furnish me with your views and any other information or editing which you may desire so that I might personally handle it with him.

Enclosures-3

REMOVED BY SRD

DEC 10 1932

Let to Mr. Robert J. Riordan

11-30-32

REC-137 5 9524-396

67

66

I have written Mr. Hoover a note containing the best wishes of the Milwaukee employees for his complete recovery from surgery. I sincerely hope that this letter finds you in good health and enjoying life.

Sincerely yours,

Paul H. Stoddard

Paul H. Stoddard
Special Agent in Charge

November 27, 1962

Mr. Paul H. Stoddard
Federal Bureau of Investigation
Milwaukee 2, Wisconsin

Dear Mr. Stoddard:

Thank you for your letter of November 19th,
with enclosures.

You may advise Mr. Riordan that I have no
objection to the article which he has prepared for "Country
Beautiful." Minor changes have been noted on the second page
of the manuscript which is being returned. Also enclosed is
the only available photograph of myself.

In accordance with Mr. Riordan's request for a
brief quotation, you may wish to pass along the following com-
ment to him:

The FBI has always been for me the
highest symbol of fidelity, bravery and integrity.
I consider it a great privilege to be associated
with Mr. Hoover and the men and women in the
FBI who have so unselfishly given their services
in helping to safeguard law and order in our Nation.

Sincerely yours,

Clyde Tolson

Enclosures (2)

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

NOTE: See Jones to DeLoach Memo dated 11-26-62 captioned
"Article on Mr. Tolson by Former Special Agent Robert J. Riordan."

JVA:kmd

(6)

MAIL ROOM ☐ TELETYPE UNIT ☐

DEC 10 1962

November 30, 1962

Mr. Robert J. Riordan
2534 North 67th Street
Wauwatosa 13, Wisconsin

Dear Mr. Riordan:

Mr. Paul Stoddard, of our Milwaukee Office, has advised me of your requests in connection with your article for "Country Beautiful."

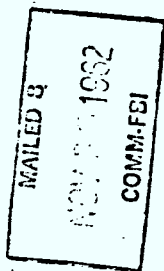
I want to take this opportunity to express my personal gratitude for your very kind comments on my career with the FBI and to let you know that it was a pleasure to cooperate with you on this occasion.

As a token of appreciation for your interest in the Bureau's work, I am forwarding, under separate cover, a copy of Mr. Hoover's new book, "A Study of Communism," which he has autographed for you.

Sincerely yours,

Clyde Tolson

Clyde Tolson



- 1 - SAC, Milwaukee
1 - Mr. Jones (Rewrite)

REC-137 5 9524-394 67

NOTE: See letter of 11/19/62 from SAC, Milwaukee enclosing letter from Riordan to Mr. Tolson regarding an article which he (Riordan) has prepared on Mr. Tolson's FBI career. By letter of 11/27/62 to SAC, Milwaukee appropriate data was furnished him. Mr. Tolson has requested that a note to Riordan over his signature be prepared and that a book be prepared for autographing by the Director. Riordan being added to Special Mailing List.

Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

CT:DSS

MAIL ROOM ☐ TELETYPE UNIT ☐

DEC 13 1962

69

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. DeLoach

DATE: 11-26-62

FROM : M. A. Jones

SUBJECT: ARTICLE ON MR. TOLSON
BY FORMER SPECIAL AGENT
ROBERT J. RIORDAN

Tolson	✓
Belmont	
Mohr	
Casper	
Callahan	
Conrad	✓
DeLoach	✓
Evans	
Gale	
Rosen	
Sullivan	
Tavel	
Trotter	
Tele. Room	
Holmes	
Gandy	

Reference is made to letter of 11-19-62 to Mr. Tolson from SAC, Milwaukee enclosing a letter from former Special Agent Riordan, along with Riordan's article on Mr. Tolson and a copy of the magazine "Country Beautiful." Riordan's letter indicates that he has prepared this article for possible inclusion in the March, 1963, issue of "Country Beautiful" which is planning a series of profiles on individuals who have made significant contributions in their fields, but have never been in the limelight. Riordan asks that Mr. Tolson check the article for accuracy, furnish him a photograph (preferably a desk or "action" pose), and also give him a brief quotation on the significance of the FBI. The material used in his article is based on data in "Who's Who," and articles appearing in "Nation's Business" and "Look" magazine in 1954, and deals with Mr. Tolson's career in the Bureau.

SAC, Milwaukee recommends that favorable consideration be given to Riordan's request and that he be furnished Mr. Tolson's views so that he might personally handle it with Riordan. He indicates that Riordan has until about 11-30-62 to submit article to the publication.

Bufiles reflect that Riordan is a former Special Agent, EOD 8-16-43, who voluntarily resigned 10-5-45 to return to his former job. We have had favorable relations with him since that time, and in April, 1958, the Director thanked him for an article he prepared on FBI police training for the Milwaukee Sentinel. We have had limited but cordial contact with "Country Beautiful."

A review of the article reflects that it is very favorable and is accurate except for minor discrepancies in dates on page 2 which have been corrected.

It is felt that Mr. Tolson may wish to advise SAC, Milwaukee that he has no objection to the article, and furnish him a photograph and a brief quotation to in turn be made available to Riordan.

RECOMMENDATION:

SAC, Milwaukee.

Enclosure

JVA:smg

(3)

That the attached letter over Mr. Tolson's signature be sent to

REMOVED BY SP-28-62

DEC 10 1962

REC-137

9524-393

9 DEC 11 1962

8/jva

(Mount Clipping in Space Below)

*He's a Former Cedar Rapids Resident***No Spotlight for FBI's****No. 2 Man;
Clyde Tolson Wants
It That Way****By Dorothy Williams**
Gazette Washington Correspondent

WASHINGTON — Ask anyone who is second in command of the Federal Bureau of Investigation and chances are you'll draw a blank.

Few can snap back with the right answer — Clyde Anderson Tolson, Missouri native and onetime resident of Cedar Rapids.

FBI Director J. Edgar Hoover has earned a worldwide recognition that rivals that of his unique organization. But the spotlight of renown has virtually ignored Tolson — the man Hoover calls his "strong right arm" and who since 1947 has borne the title of associate director of the FBI.

That Tolson is a comparative unknown to the general public is no accident. This quiet, shy, but quick-to-smile bachelor works hard at preserving his anonymity.

It is an interesting paradox that Tolson has accomplished this by the very means that brought fame to his boss. He has done it by directing attention from himself to the bureau he has had such a significant hand in shaping

The FBI is Tolson's life, just as it is Hoover's, and if, any one or any two men can be the FBI, they are Hoover and Tolson.

But, since the public tends to think of an organization in terms of the man who heads it, Hoover is the one who eclipses Tolson and all others as the personification of the great federal investigative agency

And that's just the way the dark-eyed and dapper Tolson wants it.

Alike

Tolson's limitless respect for Hoover speaks out in everything he does — in the way he speaks of "the director," in the way he calls attention to the accomplishments of the FBI chief and in his sometimes startling resemblance to Hoover in manner and appearance.

Not that Tolson is just an imitator or echo of Hoover. Those who work with him say he has his own views and states them with conviction.

Rather it is a case of being so much like Hoover in so many basic respects that their views inevitably are often the same.

For those looking for psychological explanations it could be that here is proof of the contention that the employer hires in his own image. Consciously or not, when Hoover hired Tolson on April 2, 1928, and less than two years later brought him to headquarters to be chief clerk, the FBI director was singling out a young man who was cast very much to his own mold.

It was that instruction of Hoover's to "hire him — he'll make a good FBI man" that diverted Tolson from his earlier ambition to return to Cedar Rapids and practice law.

Born May 22, 1900, near

Mr. Tolson _____
Mr. Belmont _____
Mr. Mohr _____
Mr. Callahan _____
Mr. Conrad _____
Mr. DeLoach _____
Mr. Evans _____
Mr. Malone _____
Mr. Rosen _____
Mr. Sullivan _____
Mr. Tavel _____
Mr. Trotter _____
Tele. Room _____
Miss Holmes _____
Miss Gandy _____

(Indicate page, name of newspaper, city and state.)

Page 8-A

CEDAR RAPIDS GAZETTE
CEDAR RAPIDS, IOWA

Date: 9-9-62

Edition:

Author: DOROTHY WILLIAMS

Editor: HARRY E. BOYD

Title:

Character:

or

Classification:

Submitting Office: OMAHA

2613 3 11 65

(72)

23

7

Laredo, Mo., the son of James William and Joaquin Miller Tolson, Clyde Tolson grew up in that area. His parents came from families with deep roots in the area and Tolson was once told he was related to every third person in Missouri.

Moved to C.R.

About the time he completed high school his family moved to Cedar Rapids. He moved with them and attended the Cedar Rapids Business College for a year.

With this background he came to the nation's capital to complete his education at George Washington university. To earn money for more schooling he got a job as a clerk in the war department and soon was handling routine correspondence for Secretary of War Newton D. Baker.

The cabinet member was so impressed with some of the letters turned out by his 18-year-old clerk that he made him confidential secretary — a post Tolson held for eight years serving Baker's successors, John W. Weeks of Massachusetts and Dwight F. Davis of Missouri.

All this time Tolson was attending night classes at George Washington university, earning his bachelor of arts degree in 1925 and his law degree two years later.

Goal: Back to C.R.

The practice of law in Cedar Rapids was his goal when he turned to the FBI, thinking to work there for two years or so to gain experience and save some needed money. Tolson, with characteristic frankness, set forth his objectives on his FBI job application form. This jolted the personnel office, accustomed as it was to applicants who said they planned to make the FBI their careers.

But that same outspoken quality appealed to Hoover

and caused him to hire Tolson at \$900 annually and to predict "he'll make a good FBI man."

Hoover's prediction has been proved true so many times that when there's considered speculation on a successor to the 67-year-old FBI director Tolson comes to mind. Should the attorney general who chooses the director decide to promote a career G-man, Tolson would be the logical choice for the \$22,000-a-year post.

Like Hoover, Tolson, who earns \$20,000 annually is eligible for retirement.

"I could retire at 80% of my salary, but what would I do?" Tolson asks with a smile.

Fishing might be enjoyable for a time. He finds relaxation, too, in a baseball game or a prize fight—sporting events; he occasionally takes in with his boss. Like the FBI director, Tolson also gets a bang out of a good horse race and he says with amusement that he's had "several horses named after me."

But Tolson definitely creates the impression that these diversions are of little consequence to a man who has found his life's work so completely rewarding.

There's a distinct note of pleasure in his voice when he asserts the FBI gets ever busier.

"Every session of congress gives us new work," he explains. Transporting of stolen cattle over a state line, for instance, has become an offense now within the FBI's jurisdiction. Another case in point is recent legislation to make federal criminal law apply in cases of certain events occurring on board aircraft in air commerce such as hijacking of the aircraft.

"There are now about 160 types of federal crimes over which we have jurisdiction."

Handles Budget

To carry out this work and the other tasks it is assigned, the FBI this year is requesting \$130,700,000—an increase of \$3,484,000 over the appropriation for the previous year. The wanted funds, according to Hoover's testimony before senate and house committees, will provide for 13,797 full-year employees.

As the man who does most of the day-to-day running of the FBI, Tolson is the one who handles the budget.

He speaks with frank pride when he points out "there never has been an allegation that one cent of our money ever has been misused."

"For every \$1 we spend," he likes to emphasize, "we get back \$1.37." This return to the government comes in the form of the bonds, jewelry, automobiles and such recovered as a result of the bureau's work.

Tolson says he tries "to avoid strictly personnel work." But he keeps an eye on this phase of the bureau's operation all the same. He notes, too, that Hoover "never declines to see any employee of the bureau" who

wishes to talk with him. Tolson's satisfaction in the agency's comparatively low personnel turnover is the same as that expressed by Hoover to congressional committees.

"During December, 1961," Hoover said, "the turnover rate of our special agent staff was three-tenths of 1%. For the bureau as a whole during the same month it averaged 1.7%. The latest available monthly turnover rate for government employees as a whole was reported to be 2%, and in manufacturing industries to be 1.1%," he added.

Seated a few feet from Hoover as he testified was Tolson, there to answer any questions which might be referred to him by the director.

In their presentation to congress of an account of their agency's work and needs they appeared together just as they have in so many occasions of significance to the bureau through many years.

The Old Days

Back in the gang-busting days when top FBI men frequently led their agents in the field, Tolson was usually at Hoover's side. It was Tolson, for example, who covered Alvin Karpis with a gun when Hoover personally arrested the kidnaper in New Orleans.

A skilled marksman in the best G-man tradition, Tolson was in the midst of the gunfight which led to the arrest of "Public Enemy" Harry Brunette, kidnaper and bank robber in New York City, and it was he who marched the desperado off to FBI headquarters in New York.

The kidnap-murder of Charles S. Ross, Chicago postcard manufacturer, the "Skeegie Cash" kidnaping in Florida, the capture of Roger Touhy and his kidnaping gang — all of these are cases in which the gentle appearing Tolson played roles that would pale most thrillers.

But there's been less of that type of activity in recent years.

"I haven't been out too much lately," is the way Tolson puts it.

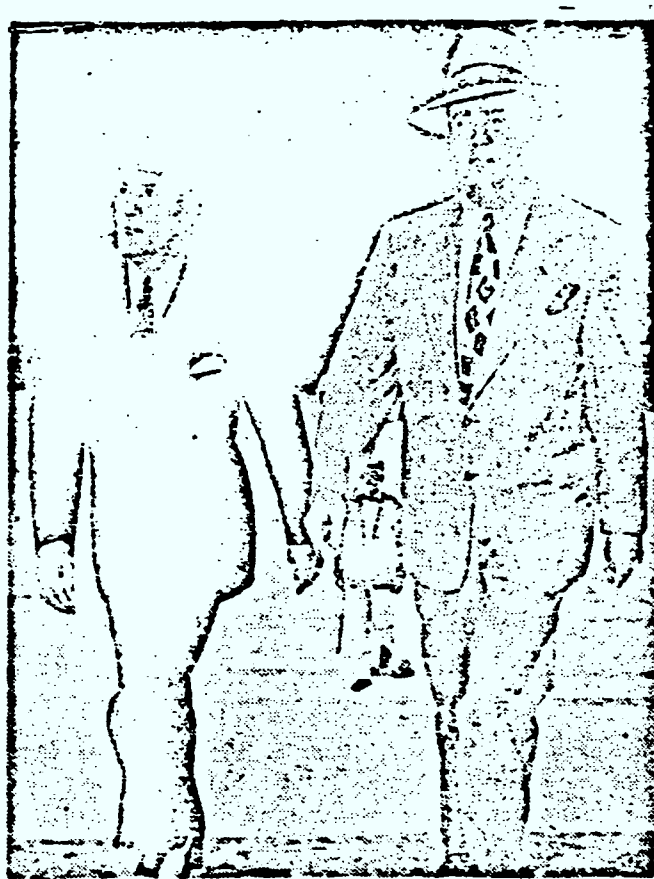
Both Hoover and Tolson are bucking the trend toward ever bigger government so far as the FBI is concerned, apparently because they feel bigness can rob the bureau of effectiveness.

"We try to resist our organization getting larger," Tolson says.

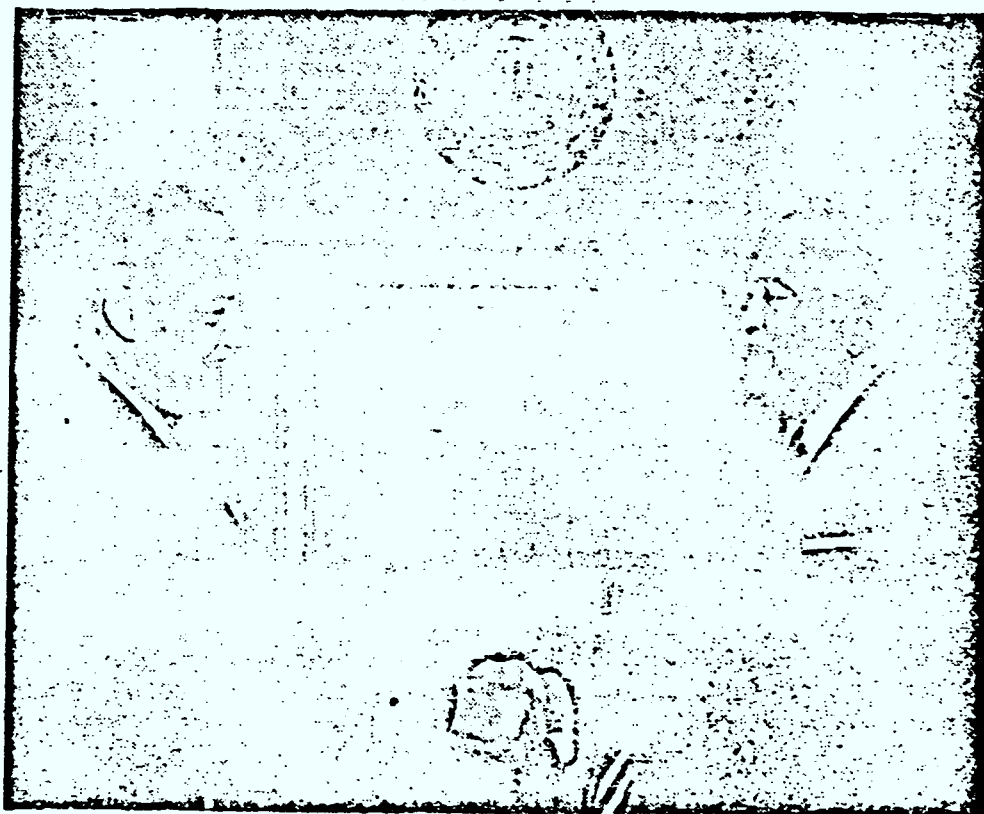
But this doesn't mean Tolson has any aversion to the federal government as a career. On the contrary, he interjected some comments in praise of a government career.

He volunteered, too, some advice for the young.

"Boys and girls should study typing and at least one foreign language, preferably Spanish, because it's the language of most of Latin and South America—the countries closest to us," he said. The rested the kidnaper in New typing, he explained, enables the young man or woman to get a job anywhere, but it is obvious he thinks the best job possible would be with the FBI.



HOOVER'S "STRONG RIGHT ARM" — Associate Director Clyde A. Tolson (left) has been at the side of FBI Boss J. Edgar Hoover for a long time. In this 1945 photo, Tolson and Hoover are pictured in Washington while working on a Nazi saboteur case.



MISSED HIS GOAL—Clyde A. Tolson wanted to practice law in Cedar Rapids but wound up going to work with the Federal Bureau of Investigation and staying on to become second in command to Director J. Edgar Hoover. Here, in a 1956 photo, Hoover (right) presented an outstanding performance award to Associate Director Tolson.

(Mount clipping in space below)

'Right Arm' to FBI Head

Clyde Tolson, North Missouri Native, Serves as Top Assistant to J. Edgar Hoover

By DOROTHY WILLIAMS

(News-Press Washington Correspondent)

WASHINGTON — Ask anyone who is second in command of the Federal Bureau of Investigation and chances are you'll draw a blank.



Dorothy Williams

Few can snap back with the right answer—Clyde Anderson Tolson, a native of Northern Missouri.

FBI Director J. Edgar Hoover has earned a worldwide recognition that rivals that of his unique organization. But the spotlight of renown has virtually ignored Tolson—the man Hoover calls his “strong right arm” and who since 1947 has borne the title of associate director of the FBI.

That Tolson is a comparative unknown to the general public is no accident. This quiet and shy, but quick to smile bachelor works hard at preserving his anonymity.

FBI His Life

It is an interesting paradox that Tolson has accomplished this by the very means that brought fame to his boss. He has done it by directing attention from himself to the bureau he has had such a significant hand in shaping. The FBI is Tolson's life, just as it is Hoover's, and if any one or any two men can be the FBI, they are Hoover and Tolson.

But, since the public tends to think of an organization in terms of the man who heads it, Hoover is the one who eclipses Tolson and all others as the personification of the great federal investigative agency.

And that's just the way the dark-eyed and dapper Tolson wants it.

Even Looks Like Hoover

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It was that instruction of Hoover's to “hire him—he'll make a good FBI man” that diverted Tolson from his earlier ambition to return to Cedar Rapids, Iowa, and practice law.

Native of Laredo

Born Mary 22, 1900, near Laredo Mo., the son of James William and Joaquin Miller Tolson, Clyde Tolson grew up in that area. His parents came from families with deep roots in the area and Tolson was once told he was related to every third person in Missouri.

About the time he completed high school his family moved to Cedar Rapids. He moved with them and attended the Cedar Rapids Business College for a year.

(Indicate page, name of newspaper, city and state)

— Page 10A

— News-Press

— St. Joseph, Missouri

Date: 9-9-62

Edition: All

Author: Dorothy Williams

Editor: Arthur V. Burrowes

Title:

Character:

or

Classification:

Submitting Office:
Kansas City

PEPSY REC. UNIT

With this background he came to the nation's capital to complete his education at George Washington University. To earn money for more schooling, he got a job as a clerk in the war department and soon was handling routine correspondence for then Secretary of War Newton D. Baker.

The cabinet member was so impressed with some of the letters turned out by his 18-year-old clerk that he made him his confidential secretary—a post Tolson held for eight years serving Baker's successors, John W. Weeks of Massachusetts and Dwight F. Davis of Missouri.

Went to Night School

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Fishing might be enjoyable for a time. He finds relaxation, too, in a baseball game or a prize fight—events he occasionally takes in with his boss. Like the FBI director, Tolson also gets a bang out of a good horse race and he says with amusement that he's had "several horses named after me."

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Hoover Keeps Available

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Advice to the Young

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**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to
File No.*

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

CLYDE A. TOLSON
RE: SA _____
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name (primary beneficiary)	ESTATE	Relationship	Date
			9/5/62

Address _____

Name (contingent beneficiary, if desired)	Relationship	Date

Address _____

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary)	ESTATE	Relationship	Date
			9/5/62

Address _____

Name (contingent beneficiary, if desired)	Relationship	Date

Address _____

Very truly yours,

Clyde A. Tolson
Special Agent

3-220

77

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Callahan

DATE: 7-23-62

FROM : C. R. Davidson *CRD*SUBJECT: PRESIDENT'S AWARD FOR DISTINGUISHED
FEDERAL CIVILIAN SERVICE

Tolson
Belmont
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

Clyde Tolson
David
Beaver
17/1

In connection with a United Press International release from Hyannis Port, Massachusetts, that the President had chosen 5 career officials to receive the highest award to Federal employees, the Director noted, "Let me know how one is suggested for consideration."

The President's Award for Distinguished Federal Civilian Service represents the highest honor available to civilian career employees of the Federal Government. It was established by Executive Order 10717 in 1957 and is awarded to not more than 5 persons each year. You will recall that the Director was one of the first recipients and the award was presented to him and 4 other Government officials by President Eisenhower on 1-16-58. The award consists of a medal and special citation.

Nominations for this award are invited from the heads of departments and agencies for exceptional achievements of employees of their own agencies or employees of another agency where they have knowledge of such achievements. These achievements shall exemplify imagination in developing creative solutions to problems in Government; courage in persevering against great odds and difficulties; high ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or long and distinguished career service. The importance of the achievements to the Government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he is employed. Federal employees serving by Presidential appointments in non-career positions are not eligible for this award.

REC-144

50-9524-392

On an annual basis since 1958 we have received a circular from the Department attaching instructions for submitting nominations which would have to be returned to the Department for the personal recommendation of the Attorney General. The last such circular was received on 12-29-61 and by memorandum 1-9-62 it was recommended and approved that the Bureau not submit any nominations for the award at that time. No Bureau personnel have been nominated since the Director received the first award in 1958.

RECOMMENDATION:

None. For information.

RRB
RRB:crt
(4)

1 - Mr. Mohr

JUL 31 1962

23

*I want Tolson to
be nominated
when we are next
7/23 circularized.*

Tolson ☒
 Belmont ☒
 Mohr ☒
 Callahan ☒
 Conrad ☒
 DeLoach ☒
 Evans ☒
 Malone ☒
 Rosen ☒
 Sullivan ☒
 Tavel ☒
 Trotter ☒
 Tele. Room ☒
 Holmes ☒
 Gandy ☒

Clyde Tolson

PRB Beane

UPI-102

(RELEASE AT 6:30 P.M. EDT)

(AWARDS)

HAYANNIS PORT, MASS.--PRESIDENT KENNEDY TODAY CHOSE FIVE CAREER OFFICIALS INCLUDING LLEWELLYN E. THOMPSON JR., U.S. AMBASSADOR TO THE SOVIET UNION, TO RECEIVE THE GOVERNMENT'S HIGHEST AWARD TO FEDERAL EMPLOYEES.

ROBERT R. GILRUTH, DIRECTOR OF THE CIVILIAN SPACE AGENCY'S PROJECT MERCURY WHICH SENT AMERICAN ASTRONAUTS INTO MANNED ORBITS, ALSO WAS AMONG THOSE SELECTED BY KENNEDY FOR THE 1962 PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE.

KENNEDY PLANS TO PRESENT THE GOLD MEDAL AWARDS AND CITATIONS AT A WHITE HOUSE CEREMONY SOON TO THOMPSON, GILRUTH AND THESE OTHER THREE OFFICIALS.

J. STANLEY BAUGHMAN, PRESIDENT OF THE FEDERAL NATIONAL MORTGAGE ASSOCIATION; DR. DONALD E. GREGG, CHIEF, DEPARTMENT OF CARDIO-RESPIRATORY DISEASES, WALTER REED ARMY INSTITUTE OF RESEARCH, AND WALDO K. LYON, HEAD OF THE SUBMARINE AND ARCTIC RESEARCH BRANCH, NAVY ELECTRONICS LABORATORY.

THE AWARD, ESTABLISHED IN 1957, WAS DESCRIBED BY THE WHITE HOUSE AS STANDING "AT THE PINNACLE OF THE GOVERNMENT'S SYSTEM OF GRANTING AWARDS TO EMPLOYEES FOR ACHIEVEMENTS SIGNIFICANTLY ABOVE AND BEYOND THE REQUIREMENTS OF THEIR JOBS. IN THEIR RESPECTIVE FIELDS, EACH OF THESE MEN HAS MADE EXCEPTIONAL CONTRIBUTIONS TO THE CURRENT PUBLIC GOOD AND TO THE NATIONAL INTEREST," KENNEDY SAID IN A MEMORANDUM INFORMING HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES OF HIS SELECTIONS.

7/21--TD257PED

*Memo Davidson
to Callahan
7-23-62
RKB-LPE*

51 JUL 31 1962

WASHINGTON CAPITAL NEWS SERVICE

REC-132

37-19524-3917

*Set me know
how one is suggested
for consideration.*

79



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

In Reply, Please Refer to
File No.

WASHINGTON 25, D. C.

JUL 3 1962

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA CLYDE A. TOLSON
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur. The following person is designated as my beneficiary for FBI Agents' Insurance Fund:

Name	ESTATE	Relationship	Date
			July 3, 1962
Address			

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	ESTATE	Relationship	Date
			July 3, 1962
Address			

Very truly yours,

Clyde A. Tolson
Special Agent

3-10-62

80

April 12, 1962

PERSONAL

SECRET
Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

APR 17 2 03 PM '62
REC'D-READING ROOM
FBI

Dear Clyde:

It is a pleasure to advise you that your performance during the period from April 1, 1961, to March 31, 1962, has merited an Outstanding rating which has been approved by the Efficiency Awards Committee of the Department. You may retain the copy of this rating which is enclosed.

In recognition of your valued services it has also been my pleasure to approve an incentive award for you. The enclosed check for \$410.00 represents an award of \$500.00 less withholding tax. I would indeed be remiss if I did not tell you of my deep appreciation for the splendid assistance you have rendered in the handling of the ever-increasing responsibilities of the Bureau.

Sincerely,

Enclosures (2) *WZ*

LRH
LRH:cmt
(3)

NOTE: Salutation per file: *JPH*

Award #786-62

RECEIVED-DIRECTOR
FBI

746
TIME 2:30 pm
DATE 4-12-62
BY *[Signature]*

MAIL ROOM ☐ TELETYPE UNIT ☐

Mr. Tolson
Mr. Belmont
Mr. Mohr
Mr. Casper
Mr. Callahan
Mr. Conrad
Mr. DeLoach
Mr. Evans
Mr. Gale
Mr. Rosen
Mr. Sullivan
Mr. Tavel
Mr. Trotter
Tele. Room
Mr. Holmes
Miss Gandy

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. J. Edgar Hoover
Director, Federal Bureau of Investigation

DATE: April 12, 1962

FROM: *SA* S. A. Andretta
Administrative Assistant Attorney General

SUBJECT: "Outstanding" Performance Rating

This refers to your recommendation for an "Outstanding" performance rating for Mr. Clyde A. Tolson for the period April 1, 1961 through March 31, 1962.

The rating has been approved and in accordance with the Department's Performance Rating Plan a copy of the justification should be furnished to Mr. Tolson.

*Letter to Mr. Tolson
4/12/62
[Signature]*

REC-146

67-9524-390	
Searched	Indexed
1 APR 13 1962	

3- [Signature]

82

UNITED STATES GOVERNMENT

Memorandum

TO : The Director

DATE: April 2, 1962

FROM : N. P. Callahan

SUBJECT: CLYDE A. TOLSON
ASSOCIATE DIRECTOR
OUTSTANDING ANNUAL PERFORMANCE RATING

Tolson _____
DeLoach _____
Mohr _____
Callahan _____
Conrad _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

In accordance with your instructions, there is attached an annual performance rating in duplicate covering Mr. Tolson's services from April 1, 1961, through March 31, 1962, in which he is rated Outstanding.

It is respectfully suggested that your signature be affixed to both the original and the copy of the rating reflecting you as the Rating Official. The rating will then be forwarded to Deputy Attorney General Byron R. White for approval by the Efficiency Awards Committee of the Department, in accordance with the provisions of the Performance Rating Program.

When the rating has been approved by the Committee and returned to the Bureau, a copy will be directed to Mr. Tolson with a letter of appreciation from you. In addition, Mr. Tolson will be eligible for a cash incentive award, and it has been customary in the past to approve awards of \$500.00 for officials of Mr. Tolson's rank for Outstanding performance ratings. Incentive awards for Outstanding ratings are in accordance with provisions of the Incentive Awards Plan.

RECOMMENDATIONS:

(1) That you, as Rating Official, sign the original and copy of the Outstanding performance rating for Mr. Tolson and upon approval of the rating by the Efficiency Awards Committee of the Department, he be approved for an incentive award of \$500.00.

(2) That the attached memorandum go forward to Mr. White, transmitting the Outstanding rating for final approval by the Efficiency Awards Committee.

REC-140 67-9524-389
Searched _____ Numbered _____
1 APR 13 1962

MAY 18 1962

Enclosures

RRB:crt (2)

4-2-62

83

FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

REPORT OF PERFORMANCE RATING

Name of Employee: _____

CLYDE A. TOLSON

Where Assigned: _____

OFFICE OF THE DIRECTOR

(Division)

(Section, Unit)

Official Position Title: _____

ASSOCIATE DIRECTOR

Rating Period: _____

from **APRIL 1, 1961**

to

MARCH 31, 1962

ADJECTIVE RATING: _____

OUTSTANDING

Outstanding, Excellent, Satisfactory, Unsatisfactory

Employee's
Initials

Rated by: _____

J. Edgar Hoover
Signature

Director

Title

4-2-62

Date

Reviewed by: _____

Signature

Title

Date

Rating Approved by: _____

Signature

Title

Date

TYPE OF REPORT

☒ Official☒ Annual

REC-145

67-9524-388

☐ Administrative☐ 60-Day☐ 90-Day☐ Transfer☐ Separation from Service☐ Special

23

146

MAY 18 1962

3-1-62

**CLYDE A. TOLSON
ASSOCIATE DIRECTOR
FEDERAL BUREAU OF INVESTIGATION
ENTERED ON DUTY APRIL 2, 1928**

In his position as Associate Director, Mr. Tolson has continued his sustained superior performance which without question merits the rating of Outstanding for this annual rating period April 1, 1961, through March 31, 1962.

Mr. Tolson makes a substantial, distinguished personal appearance, has a vibrant personality and is undeniably effective in his personal contacts. These attributes, together with his brilliant intellect, superior capabilities and unequalled knowledge of duties, serve to characterize him as one of the truly outstanding officials of the Bureau and the Government.

During the past year the obligations of this Bureau have continued to increase due to newly enacted legislation and acute international tensions. Nevertheless, Mr. Tolson as my highest ranking aide has assumed additional responsibilities in an extraordinarily efficient manner. His unsurpassed knowledge of our operations, garnered from thirty-four years of experience as a top-level executive, enables him to direct and coordinate the varied investigative activities throughout our fifty-five field offices and at the Seat of Government in a manner which defies comparison. Without his enormous capacity to judiciously handle the vast and highly complex responsibilities of his office I would not be able to devote sufficient attention to those matters which are not subject to delegation.

As Associate Director, Mr. Tolson is also responsible for evaluating the Bureau's budgetary needs. He has handled these matters most meticulously and his loyalty and devotion to duty have

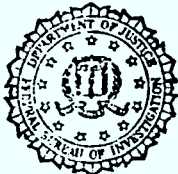
45

been reflected in the dedicated manner in which material has been prepared for my use before the House Subcommittee on Appropriations. Without his invaluable assistance I would have been faced with an insurmountable problem in becoming properly prepared for these hearings.

The success realized by the Bureau during the past year, not only in the criminal field but in highly significant breakthroughs in security and espionage matters, would not have been so substantial if it were not for Mr. Tolson's superb contributions in the top-level planning and direction of these matters from the headquarters in Washington, D. C. His unerring judgment and never-failing ability to spot weaknesses as well as strong points have been of major value in strengthening our operations in all fields of endeavor.

Mr. Tolson's services to the Bureau, to the Department and to the entire Government service have been of inestimable value and his contributions to the efficient functioning of this Bureau cannot be overemphasized. It is indeed a pleasure to recognize his splendid performance with a rating of Outstanding on this annual performance report.

86



**UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION**

WASHINGTON 25, D. C.

FEB 28 1962

In Reply, Please Refer to
File No.

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RE: SA Clyde A. Tolson
(Type or print plainly)

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of \$10, payable to the Assistant Director, Administrative Division, FBI, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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Name	ESTATE	Relationship	Date
Address			2/27/62

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name	ESTATE	Relationship	Date
Address			2/27/62

Very truly yours,

Clyde A. Tolson
Special Agent

67-NOV 20 1962

APR 3 1962

3-100

Mr. Byron R. White
Deputy Attorney General

April 2, 1962

Director, FBI

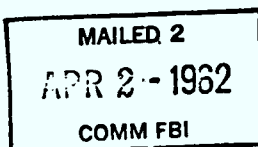
0
CLYDE A. TOLSON
Associate Director
Federal Bureau of Investigation
Outstanding Performance Rating

There is enclosed the annual performance rating on Mr. Clyde A. Tolson, Associate Director of the Federal Bureau of Investigation, covering the period April 1, 1961, through March 31, 1962, wherein he has been given the adjective rating of Outstanding.

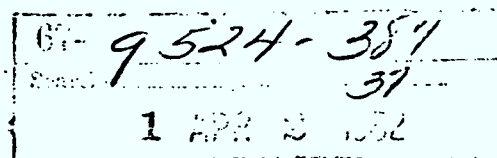
In accordance with existing requirements, this rating is transmitted for final approval by the Efficiency Awards Committee of the Department. I would appreciate it if you would promptly advise me when the rating has been approved, in order that it can be considered official. To facilitate such processing, my signature on the rating as rating officer will also serve as approval in my capacity as a member of the Efficiency Awards Committee.

Enclosure

RRB:crt
(4)



REC-146



Based on memorandum N. P. Callahan to the Director dated 4-2-62, RRB:crt.

23
Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

APR 5 15 40 PM '62

FBI
REC'D MAY 1 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

FBI
RECEIVED-DIRECTOR

88

Rev. 12-9-57)

RECEIPT FOR GOVERNMENT PROPERTY
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

January 8, 1962

I certify that I have ~~received~~ the following Government property for official use:
returned

Grand Master Key

READ

The Government property which you hereby acknowledge is charged to you and you are responsible for taking care of it and returning it when its use has been completed. DO NOT MARK OR WRITE ON IT OR MUTILATE IT IN ANY WAY.

157-NOT RECORDED

4 JAN 11 1962

Very truly yours,

(Written
Signature)

Clyde A. Tolson *Am*

(Typed
Signature)

Clyde A. Tolson

*g.l.
3/12*

Q

PX
FBI

Date: 12/20/61

Transmit the following in _____
(Type in plain text or code)

Via AIRTEL _____
(Priority or Method of Mailing)

TO: DIRECTOR, FBI (52-75765)

FROM: SAC, WFO (52-6137) (C)

UNSUB; Theft of Documents and
Currency Attached Thereto From
U.S. Patent Office, Dept. of
Commerce, WDC

TGP

(OO: WFO)

Clyde Tolson

Rerep of SA VERNON J. GOERTZ 12/15/61, at WDC.

This case was closed by rerep 12/15/61. It was opened on 12/5/60, based upon info received from the U.S. Dept. of Commerce to the effect that an undetermined number of Patent Applications were missing along with an unknown amount of money estimated at approximately \$133 for period of several months.

REC-142

67-9524-386

Continual investigation conducted until 12/15/61 and closing rerep submitted disclosed that missing Patent Applications with odd amounts of cash fees attached were being handled in a loose and insecure manner at the Patent Office. This negligent handling of the applications made it impossible to determine either the time of theft or the amount of money and applications stolen until various applicants for patents made inquiry as to why they had not received a receipt from the Patent Office.

3-Bureau
1-WFO

GRT:MJB
(4)
AIRTEL

TAI handle
memo re
Adm. action
has
REC-54

ice

52-75765-13

DEC/28 1961

6 has

Approved: _____ Sent _____ M Per _____
Special Agent in Charge

ORIGINAL FILED IN 52-75765-13

101052

90

WFO 52-6137

As a result of the Bureau's investigation, procedure for receipt of applications and cash was radically changed and tightened up. Use of polygraph and other investigative techniques were unproductive in determining exact amount of loss and identity of thief. In view of these facts, investigation was discontinued and case closed on 12/15/61.

During the course of the WFO inspection, the case file was reviewed and the info set forth on the administrative page was made the subject of a substantive case write-up.

During the course of the investigation, it was determined that one of the missing applications with a \$30 fee attached was submitted by Mr. H. DE LANCY GREGORY of East Orange, N.J. Mr. GREGORY was interviewed by SA RALPH H. PERRY of the Newark Office on 6/1/61 and the results of this interview was set forth in Newark RUC letter 6/16/61.

By letter dated 7/26/61, Newark advised that GREGORY had telephonically recontacted the Newark Office on 7/11 and 21/61 and advised he was a fraternity brother and former college roommate of Associate Director CLYDE TOLSON. Newark also stated that Mr. GREGORY had made this statement when first interviewed on 6/1/61 and after reiterating this statement on 7/21/61, GREGORY also remarked that he contemplated contacting Mr. TOLSON for suggestions that he, Mr. TOLSON, might have for the further handling of this matter. This info was never forwarded to the Bureau by the Newark Division. WFO received this info 7/27/61, and included it in a closing report dated 12/15/61.

The inspection staff have requested and obtained explanations from the responsible supervisory and agent personnel in the Newark Office and WFO, in view of the possibility that Mr. GREGORY might have and might still make inquiry of Mr. TOLSON with regard to this case.

October 16, 1961

Mr. Clyde A. Tolson
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Tolson:

I was greatly impressed with the spontaneous and enthusiastic support given by Bureau personnel to the 1961 United Givers Fund campaign which formally began on October 2, 1961. As of October 5, 1961, we were over our quota with 101 per cent. In fact, we are now over 102 per cent and the pledges are still coming in. I was highly pleased upon learning the Executive Offices, as well as each division and the Washington Field Office, exceeded their quota. This, in my opinion, reflects most favorably upon the tremendous concern for others among my associates in the Bureau.

I want to take this opportunity to congratulate you and, through you, all of the individuals for their wonderful generosity and enthusiastic support of this worthy cause.

Sincerely yours,

J. Edgar Hoover

1 - Miss Usilton (Sent Direct)

CRD:rd
(4)

REC-138

107-9524-385
6 39



LeB

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

MAIL ROOM ☐

60
TELETYPE UNIT ☐

OCT 16 4 05 PM '61
REC'D

Al. PC

92